

**AAC LEARNING SERVICES COORDINATOR  
(GRADUATE ASSISTANT)  
Academic Achievement Center**

The office of First Year Programs and Learning Communities (FYP & LC) offers an exciting menu of programs designed to assist students with their transition from high school to college, as well as aid in their persistence, success and retention at the University of Connecticut.

**JOB SUMMARY:**

Under the direction of the designated administrator in FYP & LC, the Learning Services Coordinator, develops and administers day-to-day program activities and educational support for the Academic Achievement Center in the Hartford campus. Housed in First Year Programs and Learning communities, the Center is designed to provide holistic academic support to students as they transition to and persist at the University.

**CHARACTERISTICS DUTIES AND RESPONSIBILITIES:**

Provides coordination for department initiatives; processes and maintains necessary records and electronic files required to support the program, including student records.

Coaches and advises students regarding academic programs and student success, monitors student progress and compliance with university scholastic standards, course, and graduation requirements.

Teaches FYE (first year experience) course(s)

Creates, manages, and oversees various program databases such as UConn Connects, NEXUS, special student cohorts, and annual programmatic success.

Assists in the recruitment, training, and monitoring of peer education programs such as student mentors, coaches, and Supplemental Instruction leaders.

Develops marketing materials both print and digital formats.

Assists in the planning and execution of large FYP, LC & AAC events.

Assists with program evaluation and data collection needed for department performance reports.

Assists in developing and implementing outreach efforts for students' success.

Coordinates and plans programs, conferences, meetings, seminars, with responsibility to make all necessary arrangements, including travel, and coordinates events and details.

Assists in the supervision, training, evaluation and assigns work to student workers; establishes work schedules and work priorities; recommends student staffing needs and assists in hiring decisions.

Responsible for developing and maintaining constructive, professional working relationships with faculty, staff, students, and all levels of university administrators. Serves as a liaison between program and other University offices, external organizations, and the public.

Provides additional support for FYP & LC department as needed.

Required to work occasional weekend or irregular hours.

Performs related duties as required.

**MINIMUM QUALIFICATIONS/SKILLS:**

1. Bachelor's degree, preferably in education or related field
2. Demonstrated experience in advising, guiding, and working with diverse student populations.
3. Demonstrated experience and the ability to utilize and manage various databases
4. Ability to provide academic support, effectively implement recruiting strategies, and interpret educational records and related information.
5. Administrative skills including the ability to perform and coordinate administrative functions.
6. Demonstrated proficiency and creativity in Microsoft products including Excel and Publisher
7. Demonstrated strong writing skills
8. Excellent interpersonal and communication skills
9. Volunteer management experience
10. Ability to work in a team environment