



Savannah State University

Position Description – Development Studies Program Assistant

POSITION DESCRIPTION

Position Title: Development Studies Program Assistant FLSA Status: Exempt
Reports to: Center Director
Department: Center for Teaching, Learning and Academic Support
Date Prepared: June 2003

BASIC FUNCTION

The position assists the director with complete operation of the Academic Advisement Center. It addresses the needs of SSU students until they complete the general core and basic studies academy as they complete the core.

NATURE & SCOPE

Reporting to the Director, the Development Studies Program Assistant is accountable for providing broad based assistance to the Director in all aspects of the Academic Advisement Center.

The Center helps to meet the needs of such groups as athletes, non-traditional students and international students. It establishes a sound mentoring program to help improve retention at SSU. The targeted groups for this program are under-prepared students, international students, non-traditional students, undecided majors and first generation college students.

The incumbent is heavily involved in academic advisement, and mentoring of student clientele. This position serves as team leader for the registration site, Fall Faculty/Staff Institute, and Black Heritage Festival.

This position teaches a Study Skills Course (STUD 0198) each semester for the University.

PRINCIPAL ACCOUNTABILITIES

- Directs registration process set-up, advisement, input of classes and drop/add.
- Maintains academic tracking for students in AAMP.
- Works with mentor program and tracks progress.
- Assists students with core curriculum requirements and concerns.
- Addresses the immediate needs of walk-ins.
- Advises as an ongoing process.

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

This position requires beyond four years of college but typically less than an advanced degree.