Position Description

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Director for Student and Institutional Academic Success</th>
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<tbody>
<tr>
<td>Department:</td>
<td>Center for Institutional, Faculty and Student Success</td>
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<tr>
<td>FLSA:</td>
<td>Exempt</td>
</tr>
<tr>
<td>Employee Category:</td>
<td>Administrative Staff</td>
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<tr>
<td>Reports to:</td>
<td>Vice Provost, Academic Planning, Institutional Effectiveness, and Accreditation</td>
</tr>
<tr>
<td>Direct Reports:</td>
<td>N/A</td>
</tr>
<tr>
<td>Hire Date:</td>
<td>May 1, 2020</td>
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<tr>
<td>Work Location:</td>
<td>Louisiana Campus</td>
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<tr>
<td>Work Schedule:</td>
<td>M – F, 8a – 5p</td>
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<tr>
<td>Percent Employment:</td>
<td>100%</td>
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I. **Job Summary:**
Work within the Center for Institutional, Faculty and Student Success to further the mission to advance the quality of teaching and learning by promoting a College culture where the VCOM community works collaboratively to champion educational excellence. This position shares in the responsibility to provide academic information, resources and guidance to students, faculty and staff.

II. **Job Duties:**

**Students:**
1. Identify students experiencing difficulty with academic requirements and provide students with academic assistance and/or refer students to additional intervention resources when needed.
2. Assist with the development and coordination of student success workshops/programs.
3. Work closely with other support services, academic advisors, faculty and administration in understanding, preparing and providing advising sessions for students.
4. To support student learning and success through a data driven, multi-layered student intervention program designed to address individual student needs.
5. Manage the student intervention database, track students in academic difficulty and monitor their progression through academic intervention supports.
6. Work to establish a collaborative and involved culture between all individuals involved in the academic support of the student; develop and oversee training for faculty on student interventions.
7. Monitor, document and report student’s progress on COMLEX Level 1, COMLEX Level 2 CE and COMLEX Level 2 PE which includes:
   a. Acting as liaison between VCOM and NBOME
   b. Communicating with NBOME regarding student eligibility for COMLEX or troubleshooting
   c. Confirming graduation requirements for COMLEX are completed
   d. Arrange faculty reviews of COMLEX
   e. Creating reports on COMLEX statistics for VCOM identifying resources for COMLEX preparation
   f. Acting as liaison between VCOM and commercial preparation programs
g. Surveying students regarding resources
h. Identifying and working with students considered at-risk of failing or who have failed COMLEX
i. Providing support to students who fail COMSAE Level 1 and Level 2.

8. Coordinate and monitor the VCOM peer tutoring program.
9. Provide information to students inquiring about a suspected or diagnosed disability as to VCOM's policies and procedures regarding diagnostic evaluations and determination of academic accommodations.

**Faculty:**

1. Consult with administration, faculty, and College departments to develop faculty development offerings that will further the instructional initiatives of the College.
2. Collaborate with members of the Center for Institutional, Faculty, and Student Success to identify instructional issues affecting student learning and initiate faculty development sessions directly correlated to student feedback.
3. Establish relationships with educational resources outside of VCOM; research and evaluates training resources, materials, videos and speakers for events and classes.
4. Work to establish a climate of data driven instructional decision making.
5. To support faculty in finding their own most effective approaches to teaching and to work to identify and disseminate good teaching practices.
6. Preform other duties as assigned.

**III. Required Qualifications:**

**Education:** Master’s, PhD, EdD or working toward a doctorate degree in education. However, if certain education coursework has not been taken it may be required and paid for by VCOM.

**Licensure or certification:**

**Experience:** At least 3 years of work experience

Other skills important to this position:
Confidentiality
Excellent interpersonal and communications skills
Strong team player
Commitment to College values
Basic computer proficiency
Ability for occasional travel

Preferences may be given to applicants who have work experience in a higher education environment.

Successful candidate will be subject to a criminal history background check.

Regular, reliable or predictable attendance is an essential function of the job.

**IV. Working Conditions and Efforts:**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the
essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands: While performing the duties of this job, the employee is occasionally required to sit; use hands and vision for office equipment such as computers; talk or hear; moderate telephone usage. The employee must occasionally lift and/or move up to 50 pounds.

Work environment: Office environment. Outside travel required 5% of time. The noise level in the work environment is usually minimal.

This position is classified as exempt, at the Professional level, because it requires the advanced knowledge of a “learned professional” in which to meet the job duty requirements.

V. VCOM Core Values: The employee is expected to adhere to all VCOM policies. As the environment is a professional college, the VCOM faculty/staff are expected to dress and behave in a professional manner at work. The VCOM faculty/staff are also expected to as a VCOM employee to be a person who follows all laws and professional expectations of an upstanding citizen of the community. VCOM expects all employees to maintain a positive attitude in all working relationships with all VCOM departments, employees, medical students, prospective medical students, interns and residents and to treat all others engaged in the duties of the employment, with mutual respect.

I have read and understand this explanation and job description. I also understand that the job duties and description or the existence of the need for the position may be changed at any time as required by the College where growth of the institution or change in direction of the institution may change the duties of my department or the need for the position.

I am notified that the College is an equal opportunity employer and does not discriminate on the basis of age, sex, sexual orientation, ethnicity, religion, or disability.

I have been made aware of the College’s most recent campus safety report, the location of the college policies and procedures document, and the appropriate handbook for my position. I recognize my responsibility to be aware of the policies and procedures and I am in agreement to follow the policies and procedures as written.

Employee Signature: ____________________________ Date: ______________

Approvals:

Division Officer: ____________________________ Date: ______________

President: ____________________________ Date: ______________