



Job Title: Academic Support Specialist

Reports to: Associate Dean for Calling and Career

Summary: The Academic Support specialist is responsible for the development and delivery of services and resources to help students successfully achieve their academic goals. As part of the Thrive Center team, contributes to the strategic areas of academic success, retention, and career readiness.

Successful candidate will affirm and support the Mission, Vision, and Statement of Faith of Montreat College as found here: <https://www.montreat.edu/about/mission/>

Duties and Responsibilities:

- Leads the development and delivery of academic support services including individual academic coaching and academic skills workshops on topics such as learning styles, reading comprehension, time management, note taking, and testing.
- Selects, trains, and supervises 20 Academic Fellows who serve as peer tutors for content specific academic support, peer led reviews, and general academic skill coaching.
- Assists students in exploring majors, building an interdisciplinary major, applying for study abroad programs, and pursuing graduate programs.
- Administers and interprets assessments such as the MBTI, the Strong Interest Inventory, and StrengthsFinder to help students develop self-awareness and identify strengths and interests.
- Participates in the early alert process by representing the Thrive Center on the SafetyNet committee, managing alerts created in Catalyst regarding students on academic and final probation, managing faculty concerns communicated via Catalyst about individual student academic performance, and creating interventions for academically at-risk students identified through Stoplight surveys and Midterm Grade submission.
- Assists students on academic probation or reinstatement from academic suspension through weekly meetings, individual academic plan development, encouragement, and accountability.

- Manages Thrive Center testing services including MFT/ACAT testing, disability accommodations, and early and make-up testing
- Partners with Academic Affairs to provide faculty development and support academic advising.
- Collaborates with Disability Services to support students and accommodation options
- Collaborates with the Writing Center to provide space for daytime Writing Scholar appointments.
- Supports events focused on First Year Experience, Calling and Career, and the Symposium on Work and Vocation.
- This staff position holds faculty status and includes up to 6 FCH a year for teaching INDS-1102 Foundations of Faith and Learning, the co-requisite section of INDS-1103 College Success Lab, and INDS-2203 Strengthening Academic Habits and Skills.
- Performs administrative duties as necessary.

This is a Full-time, 11 months, benefitted position.

Qualifications: Seeking a collaborative, welcoming, service-oriented person with experience in higher education, teaching, counseling, and/or leadership. Excellent communication, interpersonal, and organizational skills, proficiency in MS Office, especially Word, Excel, and Outlook.

Education/Experience: Master's degree required in education, counseling, or related field.

Supervision: Reports to Associate Dean for Calling and Career

Application Requirements: Candidates should submit

- Completed [application](#)
- Resume and cover letter
- Personal statement of Christian faith
- Names and contact information for three professional references

Submissions should be made electronically in pdf or Word format to:

Dr. Marie Wisner, Associate Dean for Calling and Career, at marie.wisner@montreat.edu

About Montreat College:

Montreat College is a Christian liberal arts college accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to offer masters, bachelors, and associates degrees. The main campus is located in the Blue Ridge Mountains fifteen miles east of Asheville, North Carolina, a region recognized as one of the most attractive living environments in the United States. Satellite campuses in Asheville, Charlotte, and other sites supplement the

main campus. The College is committed to Christ-centered teaching and learning, and is a member of the Council for Christian Colleges & Universities.