

**MINNESOTA STATE COLLEGES AND UNIVERSITIES****Minnesota North College, Vermilion**

<b>Employee Name:</b>	<b>Position Control Number:</b> 00213600
<b>Department/Division:</b> Student Affairs/Student Services & TRIO Student Support Services	<b>Classification Title:</b> College Lab Assistant 1 – Study Skills
<b>Prepared By:</b> Annette Horvat and Keith Turner	<b>Working Title:</b> Center & TRiO Academic Support Specialist
<input checked="" type="checkbox"/> <b>Non-Exempt</b> <input type="checkbox"/> Exempt: <input type="checkbox"/> Executive <input type="checkbox"/> Professional <input type="checkbox"/> Administrative <input type="checkbox"/> Unlimited <input type="checkbox"/> Seasonal <input checked="" type="checkbox"/> <b>Temporary</b> <input type="checkbox"/> Limited	<i>If Exempt, attach required documentation</i>  If seasonal, list months during the season worked
<input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time <input type="checkbox"/> Intermittent Percent if not full-time: 60%	<b>Date Prepared:</b> 7/21/2025

This position description accurately reflects my current job.		This position description reflects the employee's current job.	
<b>Employee Signature</b>	<b>Date</b>	<b>Supervisor Signature</b>	<b>Date</b>

**POSITION PURPOSE**

Working within Vermilion's Tutoring and Writing Center as an academic support specialist, the position will be responsible for academic support and success coaching to serve a diversified student population and eligible community members, particularly to meet Aspire North & TRIO Student Support Services objectives and in collaboration with AEOA Adult Education.

**RESPONSIBILITIES AND RESULTS****1. Provide academic support and student success coaching services.**

- Provide professional tutoring, learning assistance, digital literacy education, study tables facilitation, and academic mentoring as part of the grant's academic support and retention strategies and as directed by the TRIO SSS director.
- Collaborate with Center and Library staff, Adult Education, academic advising, accessibility services, counseling, and faculty to facilitate academic support as student needs are identified and follow up on student academic progress as needed.
- Coordinate academic support utilizing college professionals and peer tutor/mentors within the center.
- Provide feedback as needed to TRIO SSS and those listed in 1.b)
- Submit all necessary documentation of services and outcomes
- Make referrals to assigned SSS advisors, tutors, or other appropriate personnel or resources for identified need assistance and encourage SSS participants to use available support.
- Document and submit all SSS service contacts by the set deadlines to meet requirements for progress and annual reporting at both campus and college levels.

**Priority: Essential      Percent of Time: 53%**

**2. Assist in operation of the Center to provide a supportive campus climate for students and to ensure the environment is conducive to learning.**

- Assist to maintain a supervised facility in which students may study and receive assistance.
- Provide support to developmental learners, particularly in English and writing.
- Provide a full spectrum of learning options for eligible community members in partnership with AEOA Adult Education.
- Assist with student peer tutor/mentor program.
- Assist students with technology needed to support learning.

- f. Follow-up with staff and faculty on student progress.
- g. Record all student contacts and complete required reports of activities to document services provided.

**Priority: Secondary**

**Percent of Time: 42%**

**3. Perform other duties as assigned to ensure the smooth functioning of the department and maintain the reputation of the organization as a viable business partner.**

- a. Enforce Student Code of Conduct.

**Priority: Secondary**

**Percent of Time: 5%**

## **KNOWLEDGE, SKILLS, AND ABILITIES**

### **Minimum Qualifications**

- Post-secondary coursework sufficient to provide support services for students, OR
- 6 months of teaching/tutoring experience at the high school level or above, OR
- An equivalent combination of education and work experience.
- Commitment to diversity as well as a demonstrated ability to work successfully with persons of diverse backgrounds including sensitivity to their needs and concerns.

### **Preferred Qualifications**

- Demonstrated knowledge of TRIO and SSS programs.
- Experience or training in study skills strategies, learning styles, tutoring, and working with students with disabilities.
- Effective time-management and communications skills.
- Demonstrated skills in computer applications.

## **RELATIONSHIPS**

**This Position Reports to:** Dean of Student Success, Equity and Inclusion

**Supervises:** Peer tutors, in collaboration with supervisor and Center Coordinator

### **Internal and External Clientele and Purpose of Contact:**

This employee will work cooperatively with supervisor, TRIO SSS staff, student workers, faculty, and staff to provide academic support and assistance for students. In addition, this employee will establish and maintain effective communication with the college community at large.

## **PROBLEM SOLVING**

This employee will work with students who are experiencing difficulty in a variety of areas that affect their academic performance, including transition to college, math/science anxiety, time management, testing anxiety, and others. Working with supervisor, faculty, and staff, this employee will design strategies to assist students in overcoming these difficulties while striving for academic achievement. The ability to make decisions relative to work problems in accordance with college and grant requirements and regulations is necessary. The ability to organize responsibilities and determine job priorities to meet specified deadlines is required.

## **FREEDOM TO ACT**

**Budget:** This employee has budgetary authority to make recommendations and requests for supplies and other items necessary to carry out programming.

**Decision(s) Position Makes and Decision(s) Referred to Higher Authority:** Must be able to follow through on the assignments outlined in the position description, college planning documents, the TRIO SSS grant proposal and Aspire North initiatives. Coordination and communication with the student service staff, administration, and faculty is required.

All employees must comply with department and institution procedures and policies, Minnesota State policies and procedures, as well as local, state and federal laws, regulations, guidelines and business and industry standards. In addition, the position shall act in accordance with U.S. Department of Education regulations governing federal TRIO programs.

*This description is intended to indicate the kinds of tasks and level of work difficulty required of the position. It is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar level of difficulty.*