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# Example of Academic Associate Job Description

Our company is looking for an academic associate. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for academic associate

* Works with the Provost to advance the strategic priorities of the University and the division
* Ensures effective communication between the Provost’s Office and all other University divisions, the CSU Chancellor’s Office, and the external community
* Working collaboratively with ASA team leads, directs and coordinates daily operations for the development and implementation of a suite of undergraduate achievement and student success programs, resources, and workshops targeting the needs of the undergraduate student population
* Analyzes retention and other student data to develop protocol(s), enrichment activities, and strategies for engaging with students for whom traditional retention programs have not been successful
* Oversees and participates in planning, developing and administering all program budgets
* Oversees the Engineering Tutoring Center and tutoring services to ensure student needs are effectively met
* Supervises, hires, trains, and evaluates assigned staff
* Benchmarks, develops, and implements first year programs and student success programs for both freshman and transfer student populations
* Acts in place of the Director on topics/issues regarding Student Success in that person’s absence
* Serve as the campus's principal negotiator in collective bargaining with MSP

## Qualifications for academic associate

* Experience leading academic achievement and student success programs such as Residential Community experiences, New Student Orientation, Fall Welcome, Tutoring, Study Groups
* Demonstrated understanding of data analysis and experience with My Reports (or other types of data warehouses)
* Cultural competency and sensitivity to students of diverse backgrounds
* General knowledge of principles of organization, administration and management
* Working knowledge of statistical methods, administrative survey principles and techniques and skill in application
* Good problem solving and priority setting skills, maintaining overall positive, outgoing and professional attitude