



Example of Academic Associate Job Description

Powered by www.VelvetJobs.com

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

Responsibilities for academic associate

- Serve as Academic Liaison to Munson Williams Proctor Institute
- Assist the Provost by representing him/her at internal and external meetings and events
- Assist the Provost by chairing, convening and/or serving on committees, task forces, councils
- Assist the Provost by performing duties and conducting special assignments, including but not limited to research projects and coordination of academic conferences and workshops
- Manage the Center's daily operations and facilities and oversee programming and administrative tasks in the Director's absence
- Represents the AAC with meeting of different campus groups and administrative unites
- Oversee the recruitment, training and ongoing support of academic advisors
- Oversee and contribute to the development of online training modules related to all aspects of the advisor training process
- Develop programming for first and second year students that address important developmental issues and that help students more fully explore and integrate their academic, personal, and professional goals
- Contribute to efforts to integrate the anticipated e-portfolio system with academic advising and training advisors on its use

Qualifications for academic associate

- Developing programs in areas of interest to enhance the overall quality of

- Serve as the academic advisor for first and second year students (up to 24 total) and providing back up advising as needed
- Coordinate communication activities within the AAC including the weekly e-newsletter for students and advisors
- A variety of other tasks related to the ongoing operation of the Academic Advising Center
- Provide individual personal/academic counseling to students
- Provide support and professional development for faculty to promote service-learning teaching and community-based research and other community-engaged scholarship