

**ACADEMIC ACHIEVEMENT CENTER
HESA JOB DESCRIPTION**

JOB SUMMARY:

Under the direction of the Assistant Director of Academic Support, the 2- HESA interns in this position will coordinate, support, and plan academic support programs for undergraduate students seeking to improve academic performance and improve retention on the Hartford campus. HESA GA's will be expected to coordinate and implement programs to promote retention. Responsible for various program components, and the supervision of undergraduate staff and Supplemental Instruction.

CHARACTERISTICS DUTIES AND RESPONSIBILITIES:

Provide coordination for department initiatives; processes and maintains necessary records and electronic files required to support the program, including student records.

Coaches and advises students regarding academic programs and student success, monitors student progress and compliance with university scholastic standards, course and graduation requirements.

Co-teaches FYE (first year experience) course(s), and may teach other department courses.

Creates, manages and oversees various program databases such as UConn Connects, NEXUS, special student cohorts, and annual programmatic success.

Assists in the recruitment, training and monitoring of peer education programs such as student mentors, coaches and Supplemental Instruction leaders.

Develops marketing materials both print and digital formats.

Assists in the planning and execution of AAC events.

Assists with program evaluation and data collection needed for department performance reports.

Assists in developing and implementing outreach efforts for students' success.

Assists in the supervision, training, evaluation and assigns work to student workers; establishes work schedules and work priorities; recommends student-staffing needs and assists in hiring decisions.

Responsible for developing and maintaining constructive, professional working relationships with faculty, staff, students and all levels of university administrators. Serves as a liaison between program and other University offices, external organizations and the public.

Responsible for special projects, that require technical knowledge and understanding of the unit's programs and activities that may be short-term, long-term, or on going.

Required to work occasional weekends and irregular hours.

Performs related duties as required.

MINIMUM ACCEPTABLE QUALIFICATIONS/SKILLS:

1. Bachelor's degree, preferably in education or related field
2. Demonstrated experience and the ability to utilize and manage various databases
3. Demonstrated proficiency and creativity in Microsoft products including Excel.
4. Demonstrated strong writing skills.
5. Excellent interpersonal and communication skills.
6. Experience working with CANVA and Website design, WordPress, Peoplesoft.
7. Ability to work in a team environment.
8. Ability to advise, guide, and work with diverse student populations.