



Academic Resource Coordinator

Franklin College is seeking to fill a full-time, 10-month, exempt Academic Resource Coordinator position that will report to the Dean of Academic Success. The person in this position will coordinate accommodations for students with disabilities; to coordinate tutoring and supplemental instruction; to provide one-on-one student interventions.

ESSENTIAL POSITION FUNCTIONS

- Facilitate accommodations for students with documented disabilities (34%);
- Serve as case manager and academic coach (33%);
- Coordinate tutoring, supplemental instruction, and academic recovery (33%);
- Follow and abide by all safety rules and regulations;
- Regular attendance and timeliness;
- Other duties as needed or assigned.

SUPERVISORY RESPONSIBILITY

General supervision is received from the Dean of Academic Success.

Direct supervisory responsibility includes assigning work to others, assisting others with more difficult issues.

Will occasionally supervise up to 10 students.

QUALIFICATIONS

EXPERIENCE: Minimum 0-2 years' experience with academic support and retention initiatives; minimum 0-2 years' experience with underserved students, preferred; minimum 0-2 years' experience working with students with disabilities and managing accommodations.

EDUCATION/LICENSING: Master's degree preferred in Education, Psychology, Educational Psychology, Higher Education Administration, Student Affairs, or College Student Personnel.

REQUIRED KNOWLEDGE, SKILLS, or ABILITIES:

- Written communication skills
- Oral communication skills
- Relationship Building/Management: with students, faculty/staff, administration
- Academic Success strategies
- Knowledge of disabilities (best practices, accommodations, disability law, etc.)

PHYSICAL DEMANDS / WORK ENVIRONMENT / WORK DEMANDS

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to:

- Standing – less than 39%
- Walking – less than 39%
- Sitting – greater than 66%
- Reaching with hands and arms – less than 39%
- Talking – greater than 66%
- Hearing – between 33% to 66%
- Using hands to handle objects – between 33% to 66%
- Lifting – up to 10 to 25 pounds less than 39%

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- This job functions in a professional office environment.
- Minimal physical requirements; occasional light lifting; limited exposure to elements

Work Demands

The work demands described here are representative of those an employee encounters while performing the essential functions of this job.

- Externally imposed deadlines – set and revised beyond one's control – interruptions influence priorities – difficult to anticipate nature or volume of work with certainty beyond a few days – meeting of deadlines and coordination of unrelated activities are key to position – may involve conflict resolution or similar interactions involving emotional issues or stress on a regular basis.
- Occasional weekend work
- May have frequent nights/evening work
- Job tasks normal routine involve no occupational exposure to blood, body fluids or tissues, but exposure or potential for exposure may occur – Category II.

APPLICATION PROCESS

Excellent benefits package including: health, life and disability insurance, paid vacation, sick and holiday time, retirement plan, and full tuition benefits for employees and their family. Review of applications will begin immediately and continue until the position is filled. Interested candidates should submit be submitted electronically (MS Word or Adobe PDF) and should include cover letter, resume and three professional references. – Click [here](#) to apply or visit [employment opportunities](#) at www.FranklinCollege.edu.

Contact Human Resources with additional questions.

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Franklin College is committed to providing an inclusive and welcoming environment and to ensuring that educational and employment decisions are based on individuals' abilities and qualifications. Consistent with these principles and applicable laws, it is therefore the College's policy not to discriminate on the basis of age, color, disability, gender, gender expression, gender identity, genetic information, national origin, marital status, race, religion, sex, sexual orientation or veteran status as consistent with the Policy on Prohibited Discrimination, Harassment and Related Misconduct. No person, on the basis of protected status, shall be excluded from participating in, be denied the benefits of, or be subjected to unlawful discrimination, harassment, or retaliation under any College program or activity, including with respect to employment terms and conditions. Such a policy ensures that only relevant factors are considered and that equitable and consistent standards of conduct and performance are applied.