

Learning Centers

Assistant Director of the Learning Centers

Level S-05

Salary Range: \$15.00 to \$19.00 hourly

Institutional Mission

Southwestern Assemblies of God University exists to equip students spiritually, academically, professionally, and cross-culturally for their God-given careers and callings.

Position Overview:

The Assistant Director of the Learning Centers is responsible for the daily administrative and spiritual responsibilities of the Learning Centers including tutors/mentors, students, and communication with faculty and staff.

Organizational Relationships:

Reports to and is accountable to the Director of the Learning Centers

Major Responsibilities:

- Support and intentionally facilitate an environment conducive to discipleship and spiritual formation
- Coordinate and implement biblically based curriculum for AIM I, AIM II, and Crossroads classes
- Hire, train and manage student worker tutors/mentors
- Advise students deemed academically at risk, as defined by SAGU policy
- Ensure the integrity and privacy of all student records
- Maintain an office environment (both via staffing and physical appearance) that is welcoming and conducive of academic learning
- Assist with registration and course selection
- Provide educational enrichment presentations in classes at the instructors' request
- Oversee the duties of the Learning Centers Head Tutor

Departmental Qualifications:

- Faith, service and lifestyle that meets University expectations (See IPM sections: "Statement of Core Values," "Doctrinal Statement," "Christian Standards," "Lifestyle Standard.")
- Ability to protect the privacy of educational records
- Ability to serve guests effectively and efficiently
- Ability to work professionally and courteously with prospective students, students, faculty, and staff
- Ability to establish rapport with students
- Demonstrated high level of counseling skills
- Proven ability to work both independently and be an effective team member
- Efficient and consistent in supervision and planning
- Bachelor's Degree required

- Degree in Counseling, Education or related field preferred
- Master's Degree preferred

Contact: Human Resources at humanresources@sagu.edu

Application Process: Applications are available at www.sagu.edu/employment. Incomplete forms will not be accepted. Your resume may be included when submitting the application to the Human Resources Office.

Fair Labor Standards Act

This position is not exempt from overtime.