

### **Coordinator of Academic Support**

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The Hampton University School of Pharmacy invites applications for a highly motivated individual to serve as the Coordinator of Academic Support. This person will work collaboratively with the Assistant Dean of Academic Affairs to develop, administer and analyze programmatic assessments, conduct faculty training on test mapping to support curricular alignment, and implement programs and activities that will ensure successful matriculation and graduation of students through the degree programs offered by the School of Pharmacy. The Coordinator of Academic Support will report directly to the Assistant Dean of Academic Affairs.

### **Duties and Responsibilities**

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- Monitor academic performance of students.
- Coordinate with faculty advisors and students to develop Academic Improvement Plans (AIP).
- Monitor students who are placed on AIPs to ensure appropriate implementation and completion of program requirements.
- Collaborate with the Assistant Dean of Student Affairs and Assessment along with the Coordinator of Assessment to monitor academic performance, progression, and graduation rates of students both individually and as a cohort.
- Assist with development of remediation activities.
- Liaison with the Office of Student Affairs to assist students who have non-academic related barriers to academic performance.
- Monitor progress of students assigned to the Student Opportunities for Academic Retention (SOAR) program.
- Monitor student completion of Co-Curricular requirements.
- Develop appropriate rubrics where applicable.
- Assist with SMART objective development.
- Assist with collection, maintenance, and review of course syllabi.
- Assist with the completion of graduation audits.
- Assist with updating policies, procedures, and college information in the HUSOP handbook related to academic affairs and orienting faculty & staff (current and new hires).
- Assist with updating the university catalog.
- Produce academic outcome reports that will be presented to faculty at the end of each semester and annually.
- Recognize and articulate academic patterns and trends that inhibit academic performance and student learning outcomes.
- Assist faculty and students in maximizing the use of student learning surveys (e.g., LASSI-Learning and Study Strategies Inventory).
- Utilize Bloom's and/or other learning taxonomies.
- Stay up to date with accreditation standards related to academic affairs and the overall program.
- Serve on School-related committees.
- Assist with day-to-day communications for Academic Affairs.
- Assist with grant applications or manuscripts as needed.
- Compose letters and memorandums.
- Compile reports and other documents as needed.
- Assist with maintaining records for Academic Affairs.
- Assist with special programs/events in the School of Pharmacy as needed.
- Perform other duties as assigned by the Assistant Dean of Academic Affairs.

### **Qualifications**

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- Must have a Bachelor's degree and a minimum of two years' relevant professional experience, preferably in Higher Education.
- Must be proficient in Microsoft Office Suite of products including MS Word, Excel, Access, PowerPoint, and Outlook.
- Possess excellent oral and written communication skills.
- Be flexible and work well either alone or as part of a team.
- Be high energy and have a commitment to accomplishment.
- Possess excellent organizational skills, perform multiple tasks, and work effectively under pressure.
- Possess strong interpersonal skills.
- Provide services and accurate information in a courteous and timely manner.

**Preferred Qualifications**

- Master of Education degree.
- Experience applying academic or administrative procedures in a university/college setting.
- Experience supporting students, faculty, and staff.
- Knowledge of operations within a school of pharmacy or health professional program.

**To Apply:**

Please submit a cover letter, resume, and a completed Application for Educational Support Staff Employment either via email at [HROFFICE@hamptonu.edu](mailto:HROFFICE@hamptonu.edu) or fax to (757) 727-5969:

Office of Human Resources  
Hampton University  
Hampton, VA 23668

*\*\*No phone calls*

*\*\*Incomplete applications will not be considered*

**Forms:**

Visit [Human Resources – Hampton University Human Resources](#) to retrieve the educational support staff employment application and other supplemental application materials.