



Division of Student Services

Position Description:

Assistant Director for Academic Initiatives/Tutoring, Office of Student Success

Last updated: March 2008

General Description

The Office of Student Success in the Division of Student Services is responsible for three major educational services, specifically: peer-to-peer learning, new student orientation & transitioning, and student success strategies.

The Assistant Director for Academic Initiatives/Tutoring is directly responsible for implementing and coordinating success strategies for students, with primary responsibility for creating and managing tutoring out of the Office of Student Success.

Develop, implement, and manage Creighton's new tutoring program in concert with the Director of the Office of Student Success. Align the program with professional certification and standards. Collaborate and partner with current tutoring efforts across campus to build a robust and rich tutoring package for the Creighton campus. Recruit, train, and supervise all student tutors and graduate students involved in the tutoring program. Evaluate the overall tutoring program effectiveness on a semester and annual basis.

Participate in the Strategies for Success (RSP 120) course structure as an instructor each Fall semester.

Provide, as needed, individual academic support and counseling for students.

Coordinate resource meetings with other professionals across campus committed to Academic Success strategies.

Conduct various student success workshops and seminars at night for students such as time management, test-taking, stress management, etc.

Assist in the creation and implementation of University student retention efforts.

To apply, please visit the Human Resources webpage at Creighton University at <http://www.creighton.edu/HR>

For more information, please contact Mr. Joseph Ecklund, Director, Office of Student Success. JosephEcklund@creighton.edu or at 402.280.5531

Minimum experience required:

- 3-5 years higher education, Masters degree required
- Experience with study skill instruction, tutoring, technology, and teaching
- Must be a strong leader and passion for helping students with their success
- Demonstrated creativity and flexibility
- Commitment to the ideals of a Jesuit, Catholic education

Creighton University is an equal opportunity employer.