



JOB DESCRIPTION

TITLE: Academic Recovery Specialist

REPORTS TO: Director of the Student Success Center

DEPARTMENT: Academic Affairs

STATUS: Full-Time

CLASSIFICATION: Exempt

MISSION STATEMENT: *"Villa Maria College, founded by the Felician Sisters, provides students a rigorous and enriching educational experience. Offering academic programs with a broad core curriculum, the College transforms and empowers students to realize their intellectual, creative, professional, and spiritual potential. Inspired by a welcoming Catholic tradition and a dynamic Franciscan spirit, Villa Maria College offers individual attention and fosters compassion, justice, peace, respect for human dignity and a commitment to service."*

OUR CORE VALUES: *"Respect for Human Dignity, Compassion, Transformation, Solidarity with the Poor, and Justice & Peace."*

POSITION SUMMARY: The Academic Recovery Specialist is responsible for supporting students who are struggling academically by providing individualized academic support and guidance. The Specialist will work closely with students to identify challenges, develop effective strategies, and connect students with appropriate resources to improve academic performance.

ESSENTIAL RESPONSIBILITIES:

- Develop and implement individual academic recovery plans;
- Meet regularly with students to assess their progress, provide guidance, and make adjustments to their recovery plan as needed;
- Monitor student academic progress and communicate with faculty and staff to coordinate academic support levels;
- Coordinate academic coaching and support services including study skills, time management, and test-taking strategies for students;
- Facilitate group sessions for students;
- Collaborate with Financial Aid, Student Accounts, Care Center, and the Student Success Center to provide coordinated support services for students;
- Provide aid to the offices of Financial Aid and Student Accounts, for day-to-day processes and operations related to student support;
- Maintain accurate records of student progress and provide regular reports to supervisors and other stakeholders;

- Stay current with best practices and research related to academic recovery programs and strategies;
- Other duties as assigned.

ESSENTIAL QUALIFICATIONS:

- Master's degree in Education, Counseling, Psychology, or related field;
- Minimum of two-year's experience in academic advising, coaching, or counseling;
- Excellent interpersonal and communication skills;
- Ability to work independently or as part of a team;
- Demonstrated ability to work effectively with diverse populations;
- Strong organizational and time management skills;
- Familiarity with academic support resources and technology platforms;
- Ability to maintain confidentiality and adhere to ethical guidelines.

WORK ENVIRONMENT:

General work environment requires the employee to consistently use manual dexterity in reaching, writing, navigating around the classroom/office space. This position requires fully functional vision and auditory abilities. This position may include hours standing and walking, including up and down stairs, moving items of up to 25-pounds. Occasional evening and weekend hours may be needed to perform work associated with this position. If the position requires use of vehicle for College purposes, a valid New York State driver's license check may be required for occasional off-campus assistance and support.

SALARY RANGE: \$42,000- \$48,000 annually

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. Villa Maria College management reserves the right to amend and change responsibilities to meet business and organizational needs, as necessary.

Villa Maria College is an equal opportunity employer and does not discriminate on the basis of age, race, religion, creed, color, sex, sexual orientation, or preference, national or ethnic origin, marital status, physical or mental disability, or any other protected classifications in admissions, employment, or any other aspect regarding the conduct of College programs and activities. Should you require an accommodation, according to the guidelines of the ADA, please seek the counsel of the Director of Human Resources for assistance.

To be considered, please submit your resume and complete the online job application at [Jobs.villa.edu](https://jobs.villa.edu). When you have completed the on-line application process your information will be forwarded to the Search Committee for review. The Search Committee will carefully review each resume and the most qualified candidates will be contacted for an interview.