PNCA Academic Specialist
Job Description

Summary
PNCA Academic Specialists provide academic tutoring to undergraduate and graduate art & design students across a wide variety of abilities and academic areas. They work with students through both one-time and regularly scheduled appointments. Specialists also assist in the creation and dissemination of resources and documents that guide and assist students with various academic activities and exercises.

Duties and Responsibilities
● Meets with undergraduate and graduate students to assist and support them with their academic needs, including writing, editing, math, and science projects
● Assists students with the development of study, time management, academic plans, and other skills necessary for academic success.
● Identifies the needs of learners and uses teaching methods accordingly
● Keeps track of appointments and works with students to schedule future visits.
● When not working with students, collaborates with the Head of the Academic Support Center to create resources.
● Maintains prompt and thorough communication with the Head of the Academic Support Center and Associate Director of Student Life regarding scheduling, student progress, concerns, etc.

Requirements
● Excellent oral and written communication skills
● Excellent interpersonal skills
● Excellent problem-solving and analytical skills
● Familiarity with Zoom and/or Google Hangouts
● High degree of proficiency with word processing and presentation software (Word, Pages, Google Docs, etc.)
● At least one year experience tutoring undergraduate college/university students
● Bachelor’s degree in a field relevant to the tutoring subjects
● Patience and empathy in teaching or explaining difficult subjects to a variety of abilities
● Understanding of different learning styles and disorders and the ability to connect with them
● Ability to maintain appropriate student privacy and confidentiality
● Value diversity, manage the dynamics of difference, and adapt to diversity and the cultural contexts of communities they serve.
● Cultural sensitivity to the social, economic, cultural, and other barriers that impact the ability of students to seek support and help
Preferred
- Familiarity with and/or active practice of contemporary and historical art, design, and creative writing
- Experience working with students with learning disorders and neurodiversity and/or students with English as a learned language
- Tutoring and educational certifications such as TOEFL, dyslexia, and autism certification
- Proficiency with assistive and adaptive software, such as speech to text programs

Conditions of Employment
This is a $30/hr employee position during the fall and spring semesters. The schedule will be determined according to availability and student need. This position is part-time and will not exceed 5 hours a week. Midday and late afternoons/early evenings on weekdays are likely.

Working Conditions & Physical Effort
Light physical effort. Must be able to sit, operate a laptop or computer, occasional movement through the building, carrying 10lbs or less.

To Apply: Send a resume/CV and a cover letter to snwestphall@willamette.edu.