General Description
Manages and develops all academic initiatives in the Residence Hall community. This is a 12 month, managerial, live-off position.

Examples of Duties
- Oversees the operation of the University Housing Learning Center.
- Serves as the primary resource and advisor for elected leaders, resident assistants and student assistants who are not meeting the minimum Grade Point Average (GPA) requirement to hold positions.
- Supervises, trains and evaluates University Housing Learning Center student assistants.
- Manages the Resident Assistant Seminar.
- Maintains a library of resources of text books and manages the inventory.
- Oversees the tutoring program in partnerships with existing campus tutor coordinators.
- Develops an on-going assessment of academic support initiatives.
- Oversees the production of marketing and information material.
- Serves as liaison with the Student Life and Leadership, the Dean of Students Office, the Counseling and Testing Center, and other academic offices.
- Prepares and monitors the program and administrative budget for academic initiatives.
- Performs database management and trend forecasting using academic resources.
- Performs other duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of student development theory.
- Knowledge of marketing as it relates to residential services and program management.
- Knowledge and experience in Microsoft Office Suite.
- Knowledge of residential student housing and/or academic advising experience in a university setting.
- Excellent written communication and interpersonal skills.
- Ability to work non-traditional hours.
- Ability to multi-task while managing multiple projects and assignments.
- Ability to handle student staff personnel files and student self-reporting academic performance information.
- Ability to develop, implement and evaluate projects from initiation to completion.

Minimum GSU Hiring Standards
Bachelor’s degree and three years of related experience; or a combination of education and related experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.