



## POSITION DESCRIPTION

**TITLE:** Academic Resource Specialist      **CATEGORY:** Classified  
**FLSA STATUS:** Non-Exempt      **GRADE:** E

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**JOB SUMMARY:** Provide instructional support services to the student(s) and assists in the day-to-day operations of the Tutoring Center(s).

**In-person work on campus is an essential function of this position.**

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<b>ESSENTIAL FUNCTIONS:</b>	<b>YEARLY PERCENT OF TIME</b>
1. Provide information about specialized support services and provide academic tutoring to various disciplines; assist with various tasks to include tutor scheduling and training.	60%
2. Record, track, and maintain related student records; responsible for preparing forms and reports.	20%
3. Develop promotional or marketing materials and tools; maintain mailing lists; conduct new tutor orientation and presentations.	5%
4. Provide training, guidance, and work direction to other Academic Resource Specialists and tutors within the department; collaborate with department staff to establish goals and recommend ways to improve department services.	5%
5. Perform routine assessment of student academic and support needs.	5%
6. Perform other duties as assigned.	5%

### **ESSENTIAL QUALIFICATIONS:**

**EDUCATION:** Associate's Degree in the related field.

**EXPERIENCE:** Three (3) years of related experience.

### **SPECIAL CONDITIONS:**

1. This is a security-sensitive position as defined under the Texas Education Code, Section 51.215; the successful applicant will be required to undergo a criminal background check, as permitted and/or required by applicable law, and in accordance with the College's policies and procedures.

### **SPECIAL SKILLS AND ABILITIES:**

**1. Skills/Abilities:**

- Must possess an understanding of general office practices, to include computer literacy, organizational skills, and strong interpersonal and communication skills (oral and written);
- Experience providing effective customer service;
- Ability to interact effectively with students, staff and general public;
- Ability to handle and solve daily challenges;
- Experience conducting presentations;
- Effective time management, prioritizing and multi-tasking skills;
- Experience supervising, training, and guiding personnel;

**2. Equipment Used:** Personal Computer, fax, telephone, copier, and other equipment associated with office and student academic support environment.

**3. Software Used:** A variety of word processing, spreadsheet database, e-mail, educational courseware, and presentation software to include Microsoft Suite – Word, Excel, Access, and PowerPoint.

### **PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully the essential functions of this job.

While performing the duties of this job, the employee is regularly required to stand; use hands to handle or feel; reach with hands and arms and talk or hear. The employee is frequently required to walk and sit. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl. The employee must regularly lift or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

### **INTERPERSONAL SKILLS:**

Alternative or combined skills in understanding, and/or influencing people are important in achieving job objectives, causing action, understanding others, or changing behavior; and, skills of persuasiveness or assertiveness, as well as sensitivity to the point of view of others.

### **WORKING CONDITIONS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.

<b>POSITION TITLE:</b>	<b>Academic Resource Specialist</b>
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**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands and work environment factors described below are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk			X	
Sit			X	
Use hands to finger, handle or feel				X
Reach with hands and arms				X
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions(non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold(non-weather)	X			
Extreme hot (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements	
Close vision (clear vision at 20 inches or less)	X
Distance vision (Clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	

The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employees may be directed to perform job-related tasks other than those specifically present in this description.

*I certify that I have received a copy of this job description. I have read and understood the duties and responsibilities of this position.*

X \_\_\_\_\_  
*Employee Signature* *Date*