



ACADEMIC SUCCESS CENTRE (ASC) COORDINATOR

Seasonal position (20 hours per week)

Start/End: August-May

Closing Date: open until position is filled

Vanguard College is a bible college with 200 students on campus, 60 students on-line and approximately 30 staff that seek to represent the College with excellence, advance the mission to develop and mobilize Spirit-empowered leaders to be fruitful in God's mission, and uphold the shared vision and values of Vanguard College. Vanguard makes a significant contribution in shaping and inspiring the next generation of leaders for the kingdom of God in Alberta and beyond and also equips a wide range of essential support roles in churches and para-church organizations. Vanguard College offers certificates, diplomas and degrees in Pastoral, Youth, Missions, Children's and Family Ministry, Worship, and Pastoral Care & Counseling, Christian Ministry, and Discipleship.⁵

Key Functions

The ASC Coordinator coordinates the activities of the Academic Success Centre (ASC). The coordinator assesses students with educational needs and develops individualized education plans (IEPS) for students. The coordinator leads the hiring, training and supervision of student tutors and coordinates accommodations for students. The coordinator will advise and input on student academic standing and will be responsible for the day-to-day running of the ASC.

Skills and Responsibilities

1. Excellent organizational, administrative, management, and leadership skills
2. Excellent written and oral communication skills.
3. Strong computer skills, including word processing and data management using tools such as MS Office.
4. Ability to research issues and present information clearly and creatively.
5. Ability to manage multiple priorities in a fast-paced environment through to successful completion.
6. Able to work independently and as part of a team.
7. Ability to handle and maintain confidential material and information.
8. Excellent attention to detail.
9. Proficient management of hard copy and social media information.
10. Coordinates activities and provides administrative support to the Pastoral Care and Counselling program.

Education and Experience:

1. A diploma or bachelor's degree from an accredited institution/significant completion of a such a diploma/degree or equivalent training.
2. Experience in assisting and supporting students in an educational environment.
3. Strong track record of administrative and/or leadership experience in a post-secondary or similar institution.
4. A mindset for continued learning and growth

We thank all applicants for their interest. If you identify with these values and possess these skills, please send your cover letter and resume to humanresources@vanguardcollege.com. Please note in the subject line: **Academic Success Centre Coordinator - Vanguard College.**