

POSITION ANNOUNCEMENT

Academic Support Specialist Full-Time, Non- Exempt 9-Month Appointment

The Kansas City Art Institute (KCAI), a national leader in visual arts and design education, is seeking applications for the full-time, non-exempt, 9-month position of Academic Support Specialist at an hourly rate of \$16.33 per hour. KCAI offers an exceptional benefits vacation and holiday package for full-time staff including 100% employer paid insurance and a 5% retirement match for eligible participants.

The Academic Support Specialist is responsible for providing students with direct individualized academic assistance, organizing and implementing services related to advancing student academic achievement, and providing academic support to at-risk students. The Academic Support Specialist is also responsible for providing administrative support for the office of Academic Advising and Career Services (AACCS), as well as academic advising support to students as needed.

Qualified Applicants Must Have:

- Knowledge of canonical texts common to Humanities curricula and writing skills
- Extensive knowledge and background in writing, learning, and study skills strategies.
- Knowledge of and ability to appropriately apply accreditation standards to student advising as needed.
- Adherence to federal and state mandates regarding student information and operations related to the essential functional responsibilities of the position.
- Ability to maintain student privacy and confidentiality as appropriate, as well as high standards of professional ethics.
- Ability to use current computer equipment and programs being used by the division. Including, but not limited to:
 - Microsoft Office Suite products (including Word, Excel, and PowerPoint)
 - Excel
 - Familiar with Google (Gmail, calendar, Google drive, etc.)
 - KCAI database and information systems, including Jenzabar, ArtNet, MyKCAI, etc.
- Must have strong administrative, organizational, and detail skills.
- Ability to work independently and as a member of a team.
- Ability to interact and work successfully with other college personnel and students.
- Possess strong problem solving skills with the ability to monitor own work for accuracy and thoroughness.
- Ability to clearly communicate in oral and written form.
- Ability to apply young adult developmental principles to individual and group activities.
- Ability to work with students in academic and emotional distress, without compounding the distress of the student.
- Ability to inspire confidence and positively motivate.
- Ability to evaluate the nature and significance of objectives and goals and to translate them into a workable plan.
- Ability to effectively and accurately articulate the directions and priorities of the institution.
- Ability to clearly and appropriately represent the academic and campus policies of the college to students, faculty, and staff.
- Must have a pleasant, courteous and professional attitude and presence.
- Ability to resolve conflicts in a constructive manner.

Required/Preferred Experience and Preferred Educational Background:

- Previous experience working in academic support at the post-secondary level preferred
- Bachelor's degree in education, Liberal Arts, English or related field required

About KCAI: The Kansas City Art Institute is a private, independent and accredited college of art and design founded in 1885, and located in the cultural heart of metropolitan Kansas City, Missouri. The college enrolls nearly 600 undergraduate students regionally, nationally, and internationally. For more information, please visit www.kcai.edu.

Applications deadline and procedures:

This position is considered “open” until an offer of employment has been accepted. Career inquiries and resume submissions received during the on-campus finalist stage of the search are not guaranteed consideration.

Apply by email to: jobs+acadsuppspec2017@kcai.edu

Attach to the email in PDF format only:

Cover letter

Resume

List of 3 professional references we may contact

Kansas City Art Institute is fully committed to Equal Employment Opportunity and to attracting, retaining, developing and promoting the most qualified employees without regard to their race, gender, gender identity, color, religion, sex, sexual orientation, national origin, age, physical or mental disability, genetic information, citizenship status, veteran status, or any other characteristic prohibited by federal, state or local law.

KCAI provides reasonable accommodation for qualified individuals with disabilities and disabled veterans in the job application process. If you have any difficulty using our online system and you need an accommodation due to a disability, you may contact the Human Resources Department about your interest in employment. Any questions or concerns can be directed to Kansas City Art Institute’s Human Resource Administrator at hr@kcai.edu.

KCAI is an Equal Opportunity Employer: Minorities/Females/Disabled/Vets