

Academic Advisor and Tutor for the Academic Discovery Program

The Academic Discovery Program (ADP) has an immediate opening for the full-time position of Academic Advisor and Tutor of the ADP. The Academic Advisor and Tutor of the ADP works with all ADP students, especially with the ADP freshmen, helping them select courses and determine appropriate majors as well as assisting them as they negotiate all aspects of their academic experiences at La Salle.

The Academic Advisor tutors approximately twelve ADP students each semester, coordinates the work of the ADP Professional Tutors, and follows up on the students who are working with peer tutors. He/She works closely with the ADP team, including the ADP Counselor, in order to resolve academic, developmental, social and emotional issues that might prevent the students from reaching their full potential.

The ADP Academic Advisor also works with the Learning Services team and networks with other departments and offices at La Salle for the benefit of ADP students. The Advisor also does the following:

- Assigns professional and peer tutors to the ADP students and monitors attendance.
- Devises strategies and techniques for encouraging students to attend tutoring regularly.
- Advises students about course selection, majors, skill development, financial aid, and social interactions with peers and faculty.
- Assists students (especially freshmen) with their rosters.
- Assists students in preparing for examinations and strengthening their study skills.
- Collects and analyzes data on ADP tutoring attendance, grades, and retention.
- Tutors students after classes during the summer program and works with twelve students each week during the academic year.

Qualifications: Applicants should hold at least a master's degree with a minimum of two years of teaching/tutoring/advising experience.

Application Procedure: Submit letter of application and *curriculum vitae*, and two references by June 4, 2010 to:

Mr. Robert Miedel, Director
Academic Discovery Program
La Salle University
1900 W. Olney Ave.
Box 414
Philadelphia, PA 19141

La Salle University is a Roman Catholic university in the tradition of the De La Salle Christian Brothers and welcomes applicants from all backgrounds who can contribute to our unique educational mission. For a complete mission statement, please visit our website at:
www.lasalle.edu

AA/EOE

