

Personal Recommendation

Please read this job description with _____ in mind. If you believe the student is capable of performing well within this description, then please sign your name at the bottom of this page in the area specified.

Thank you! –Student Development Team

Academic Affairs Rep- Serves alongside the Director of Student Activities and as a member of Student Government to strategically and creatively advocate for the Nyack student population in the following areas:

1. Educate the student body in the following areas
 - a. New Academic Policies
 - b. New Academic programs being developed (new majors; new professors; university model)
 - c. Scholarship opportunities (partnership with Financial Services)
 - d. Support Services offered by the College (tutoring, writing center, study groups, special needs programs)
2. Serve as the student representative on accrediting committees as requested
3. Organize study groups events during critical parts of the semester (beginning of the semester for new freshmen; mid-terms and finals for all students).
4. Organize and implement surveys to study issues, concerns, or opportunities as requested (IE: is the block schedule working; do students want new classes to be offered; is a certain professor constantly getting bad reviews)
5. Represent the student population (EAR) to the administration (VOICE) in improve academic quality of the Nyack education.

The goal for the Academic Affairs representative is to build a student team that will engage the student body to identify concerns and issues and then engage the appropriate administration to have these concerns and issues addressed. The Academic Affairs team will be an EAR and a VOICE for both the student body and the administration.

Necessary Requirements

1. Maintain a 2.5 GPA; preference given to Nyack College Honor’s Program members
2. A positive attitude toward Nyack College programs, policies, and population
3. Ability to lead a small team of students is preferred but not required
4. Desire to work on behalf other people in sometimes stressful environments in a mature and professional manner so that creative, helpful, and strategic solutions can be developed and implemented throughout the year with little recognition and low personal gain.
5. Teachable attitude and willingness to be trained to best accomplish any task given by the Director of Student Activities.
6. Email, Internet, and Microsoft Word/Excel proficient
7. Attend the following meetings
 - a. Weekly 1-on-1 with Director of Student Activities
 - b. Weekly Academic Affairs team meetings
 - c. Monthly all campus leadership meetings

Print Name

Sign Name

Date

1. _____
2. _____
3. _____
4. _____
5. _____

1. _____
2. _____
3. _____
4. _____
5. _____

