



UNIVERSITY
of ALASKA

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Position Job Duties

530931_Assistant Director of Acceleration Academy Operations & Academics- Anchorage

25% Administrative Support

Serve as part of the assigned program's administrative team assisting the Site Director in planning, organizing and evaluating the program including staff scheduling, student support and discipline, implementation of ANSEP program goals, curriculum development and evaluation strategies.

With the director, play an integral role in the establishment and maintenance of a positive, safe, and inclusive program climate for all students that is conducive to learning, including overseeing the enforcement of program policies, practices, rules, and guidelines.

Work with the Site Director to collaborate with other ANSEP Site Directors, ensuring consistent policies, practices, and procedures across all locations. Build strong, supportive working relationships through collaboration, problem-solving, and participation in committees and work groups.

Assist the Site Director as a point of contact for students, parents, and staff both individually and in groups, using effective in-person, written and digital communication channels.

Other duties as assigned.

20% Student Support and Discipline

Assist the Site Director to provide overarching guidance and support to 100 students ages 13-17 in the 2025-2026 academic year with growth of up to 150 academic year students in the future. Guidance and support includes meeting with students and their guardian to address concerns, training staff on instruction and facilitation techniques, and coaching, guiding and providing direction to students one-on-one and as a group while.



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Foster a highly professional environment by maintaining clear, appropriate boundaries with students and parents. Report all incidents and accidents without delay, and ensure unwavering adherence to program policies and procedures in every circumstance.

Oversee and enforce daily student attendance, including tracking, reporting to local school districts, and timely parent follow-up of absences.

Manage student support initiatives, such as academic grade checks and coordination of extracurricular activities.

Interact with students in a constructive manner to encourage each individual to perform at their highest level.

Work with the Site Director, ANSEP leadership and the University to maintain the discipline and morale of students by carrying out University and ANSEP policies, procedures and practices in a consistent and fair manner.

Serve as an active member of the ANSEP University of Alaska Care Team with Site Directors, Mental Health Counselor, ANSEP leadership and Dean of Students Office (UAA)/Office of Rights, Compliance and Accountability (UAF) including active participation and collaboration in routine Care Team meetings, providing ongoing student support, timely incident reporting, and prompt logging of case updates and/or communications.

Assist the Site Director to organize, coordinate, and oversee individual and group student tutoring/study sessions for current students to improve their academic performance, master skills, and enhance learning as needed. Facilitate study sessions as needed. Course topics may include but are not limited to college level math, science (chemistry, biology, geology, etc), writing, English, history, psychology, and political science.



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With the support of the Site Director, work with Mental Health Counselor, ANSEP leadership and the University to develop, implement and facilitate first year student success initiatives including community building, college success strategies, foundations course curriculum, and life skill development.

Assist the Site Director in preparing thorough documentation for student probations and program exits, ensuring all relevant information is collected.
Other duties as assigned.

20% Program Development & Operations

Coordinate and help create engaging student extracurricular activities and events, including Friday activities and field trips. Ensure extracurricular activities align with educational standards, University and ANSEP policies, procedures, practices and methods. May involve before-school, after-school and evening activities as required. Program curriculum includes subjects such as science, technology, engineering, math (STEM), business, and life skill development.

Implement the tenets of ANSEP and ongoing improvement of programs designed to boost student success.

Ensure quality instruction in all student focused activities including group study sessions, extra curricular activities and field trips.

Support the Site Director in the daily management and smooth operation of the program site including maintaining a positive, safe program climate and culture, identifying program needs, and enforcing policies and procedures.

Support and participate in all statewide activities as scheduled, including providing student supervision, activity preparation, facilitation and clean up. Statewide activities occur 3-4 times annually and may require evening and weekend work.



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Assist the Site Director to organize, advertise, coordinate, and conduct recruitment of potential students including representing ANSEP at community events, hosting prospective student information nights, and speaking to middle school and high school aged students.

Assist the Site Director to coordinate, conduct, and lead student retention efforts including building strong community, understanding student needs, providing excellent, consistent, high-quality programming, timely communication, personalizing support interactions, and gathering feedback from students, parents, professors and partners.
other duties as assigned.

20% Personnel Management

Develop and manage schedules for up to seven temporary and student employees in the 2025-2026 academic year with growth of up to ten staff in the future. Scheduling includes driving shifts, group study session assignments, and extracurricular activity support/supervision.

Supervise, support, and evaluate temporary and student employees, fostering a collaborative and productive team environment.

Ensure temporary and student employees maintain appropriate boundaries with students including that they maintain established staff to student ratios, report incidents and accidents immediately, and understand the policies, procedures, and practices guiding their work.

Ensure all temporary and student staff complete all training requirements, both one-time and annual, required by ANSEP and the University of Alaska such as Campus Security Authority, Protection of Minors, State of Alaska Mandated Reporter, Driver, FERPA, Title IX training and any others deemed necessary by the University or ANSEP leadership.
other duties as assigned.



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10% Risk Management

Assist the Director in ensuring the physical, emotional, and psychological safety of students, staff, partners, and visitors by enforcing all University of Alaska and ANSEP safety policies, practices, and protocols and responding to and reporting incidents and emergencies.

Immediately respond to and report all student and employee potential and/or actual items of concern including emerging and urgent issues, near misses, incidents, accidents, and emergencies to the Site Director and ANSEP leadership following all University of Alaska and ANSEP policies, procedures, protocols, regulations, and reporting requirements.

Implement rules, guidelines, and practices and ensure compliance with rules, regulations, processes, policies, and procedures related to minors on campus including active supervision of all students on campus according to ANSEP and University expectations.

Maintain student, employee and organization confidentiality on a range of sensitive issues related to the operation of ANSEP.

Complete all training requirements, both one-time and annual, required by ANSEP and the University of Alaska such as Campus Security Authority, Protection of Minors, State of Alaska Mandated Reporter, Driver, FERPA, Title IX training and any others deemed necessary by the University or ANSEP leadership.

other duties as assigned.