



Job Description

Job Title:	Assistant Director Academic Learning Center	Job Code:	
Department:	Academic Learning Center	Grade:	K
Date:	May 2006	FLSA:	Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

Provides support to the Director of the Academic Learning Center with the operations and the delivery of services of the Academic Learning Center in a multi-campus environment.

Characteristic Duties and Responsibilities:

1. Implements plans and monitors services offered by the Academic Learning Center at multiple campuses.
2. Supervises and leads assigned full-time and part-time staff at multiple sites for the Academic Learning Center and Computer Lab; schedules work hours for staff to maximize delivery of services to students.
3. Works in collaboration with faculty and other administrators to meet students' tutorial needs.
4. Develops training for part-time tutoring staff.
5. Prepares weekly/monthly statistic reports.
6. Assists in the development of departmental goals and objectives; makes recommendations for improvement of services to students as needed.
7. Assists in the development and implementation of policies and procedures.
8. Assists the Director in managing operational issues.
9. Represents the department in the absence of the Director; serves on college committees as requested.
10. Performs other duties as assigned.

Reporting Relationships:

Direction Received: Reports to Director, Academic Learning Center

Direction Given: Responsible for directing and monitoring the work assigned staff and temporary workers or students

Minimum Requirements:

Bachelor's degree in Education, Communication or Behavioral Sciences with 2 to 4 years of related experience showing a progression in responsibilities; course work toward a master's degree preferred

Knowledge, Skills, Abilities and Worker Characteristics:

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.



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Knowledge of theory and practices in learning and education

Proficiency with computer and office applications, particularly Microsoft Office

Demonstrated supervisory skills

Ability to make public presentations

Ability to analyze problems, develop solutions and implement cost-effective measures

Ability to work independently, use sensible judgment and make decisions

Excellent verbal and written communication skills

Ability to work well with individuals with diverse backgrounds

Working Conditions:

Typical office environment; frequently travel between buildings on campus or to different campuses for meetings and training