



Job Description

Job Title:	Coordinator (Science Learning Center)	Grade:	I
Department:	Academic Learning Center	FLSA:	Non-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:

Plans and coordinates learning activities to support instructional programs and provide tutorial and other academic support services to students.

Characteristic Duties and Responsibilities:

1. Assists in the planning, organizing, and coordinating learning activities for the Academic Learning Center in the area(s) assigned.
2. Monitors learning activities; enforces rules and regulations to ensure a safe environment for learning.
3. Assists in coordinating part-time staff schedules, and provides functional direction to part-time staff.
4. Ensures that the work environment is clean, and that handouts, forms and supplies are available.
5. Monitors daily activities in the area(s) assigned to ensure a smooth flow of operations.
6. Participates in providing student assessment, tutoring (individual and group), teaching workshops and supplemental instructions sessions, and providing other academic support to students based on workflow and needs of the program.
7. Maintains accurate records of services provided in accordance with program, institutional and state requirements.
8. Assists in mentoring new part-time staff members.
9. Perform other duties as assigned.

Reporting Relationships:

Direction Received: Reports to Director, Academic Learning Center

Direction Given: No authority or responsibility for the supervision of others, project direction, or program administration



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Minimum Requirements:

Bachelor's Degree from a regionally accredited institution in a field relevant to the tutoring area assigned such as Science, or a closely related field, and two (2) years of relevant experience.

Knowledge, Skills, Abilities and Worker Characteristics:

Communication skills

Knowledge of program procedures

Knowledge of tutoring skills

Knowledge of recordkeeping requirements

Ability to work well with individuals with diverse backgrounds

Working Conditions:

Typical office environment