



Job Title: Coordinator Math Grade:

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 planning, organizing, and coordinating learning activities for the Academic Learning Center in the area(s) assigned.
- 2. 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 and conducts classroom visits.
- 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), leading 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 Mathematics or a closely related field

Preferred Qualifications:

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