Job Title: Director, Academic Learning Center
Grade: M
Department: Academic Learning Center
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:
Manages and directs activities and staff in the Academic Learning Center (ALC). Develops and implements a program of academic services and support to assist students in becoming independent learners. Coordinates ALC activities with other divisions and departments to provide synchronized and quality services to students.

Characteristic Duties and Responsibilities:

1. Plans, organizes, and directs all activities for the ALC.
2. Selects, supervises, trains and evaluates assigned staff of the Center.
3. Recommends goals and objectives for the Center, assists in the implementation of policies and procedures.
4. Coordinates the daily activities with other divisions and departments.
5. Coordinates the daily activities of the Center to ensure a smooth flow of operations; develops and implements policies and procedures.
6. Ensures compliance with the NCCCS Administrative Code, federal and state laws and regulations, and accreditation requirements.
7. Assesses, monitors and evaluates the needs of the students who use the Center; develops appropriate initiatives to meet students’ needs.
8. Participates in budget preparation and administration; reviews and approves expenditures.
9. Provides highly complex staff assistance within Student Success Services; serves as an administrative resource for other departments as requested.
10. Performs other duties as assigned.

Reporting Relationships:
Direction Received: Reports to Associate Vice President, Student Success
Direction Given: Direct supervision as a first-line supervisor over professional exempt staff, part-time staff and administrative support staff

Minimum Requirements:
Master's degree in Education or a related field with 4 years of related work experience and two years in a higher education environment

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.

July 2007
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Knowledge, Skills, Abilities and Worker Characteristics:

- Communication skills
- Counseling skills
- Diplomacy skills
- Knowledge of State audit requirements
- Supervisory and leadership skills

Working Conditions:

Typical office environment; infrequently lifting and carrying items up to 10 lbs.; infrequently twisting or bending at the waist or reaching overhead; infrequently traveling between buildings on campus or to other campuses; frequently listening to and talking with students, faculty and other staff members either in person or by telephone; frequently sitting at a desk or workstation using a computer display, keyboard, and mouse.

July 2007