

MASTER SPECIFICATION

JOB INFORMATION

Date:	8/3/2017 1:23:53 PM
Official Title:	Coordinator Campus Learning Centers Master
System Affiliation:	
Employee Category:	
Pay Grade:	Pay Grade 5
Scheduled Hours	
Job Code:	554204
Job Family:	Student Services

JOB SUMMARY

The Coordinator of Campus Learning Centers coordinates and manages all institutional programs associated with student tutoring and learning skills assessment.

NATURE OF WORK

The Coordinator of Campus Learning Centers is responsible for overseeing and coordinating the day-to-day operations the institution's learning resource facilities, in order to provide an appropriate educational environment for the students of all stakeholders. Additional responsibilities include supervising and directing the work activities of all assigned personnel. Job responsibilities require strong interpersonal skills and the ability to effectively communicate (both verbal and written) with a wide range of individuals and constituencies as well as the ability to be sensitive to the needs of all students. Work activities are carried out independently, under general direction, working from established policies and objectives. Problems faced in this position are varied, often complex, and involve multiple constituencies, often with competing priorities. Decisions have major implications for the management and operations of a division/entire institution

Distinguishing Characteristics

Examples of Duties

Essential Functions

Develops and implements educational materials and resources for students and staff in regards to academic success.

Coordinates scheduling for Campus Learning Center services.

Supervises all assigned staff including consultation on performance evaluations, training, promotions, hiring, and disciplinary responsibilities.

Serves as an academic resource referral agent to campus resources.

Develops strong partnerships with campus resources such as the Writing Center, Academic Advising, and Academic Tutoring Center.

Manages inventory and borrowing system for Campus Learning Centers items such as games, movies, equipment, etc.

Creates partnerships with faculty members and involve them in the development and implementation of student programs.

Maintains records and reports for certification and assessment purposes.

Performs other job related duties as assigned.

Performs other functions as required or assigned. Also complies with all Policies and Standards.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

Education Level	Field of Study	Req	Pref	And/Or
Master's degree	Education, Counseling, or a related field	X		

Additional Experience

Check here if experience may substitute for some of the above education and describe how.

X	
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Work Experience

Experience	Experience Details	Req	Pref	
2 year +	Related experience including supervision of employees.	X		