Coordinator, Learning Lab

Job Code 00001445

**General Description**
Responsible for supervising and coordinating a training program which satisfies the requirements for CRLA and the SLAC program.

**Example of Duties**
- Recruit, screen, test, and interview potential academic counselor and lab assistants.
- Hire, schedule, supervise, train, and evaluate staff.
- Develop and update training program.
- Establish training schedule.
- Promote services rendered at the SLAC lab and residence hall tutoring locations.
- Coordinate instructor/class visitations for SLAC academic counselors.
- Create policies and procedures for lab and residence hall tutoring programs.
- Coordinate staff meetings.
- Maintain department communication.
- Perform other duties as assigned.

**Knowledge, Skills, and Abilities**
**Knowledge of:** Developmental education; hiring and dismissal policies; computer word processing; Internet and E-mail; intermediate math.

**Skill in:** Establishing rapport with variety of clients; creating good relationships with other departments; tutoring; in counseling; organizing; in delegating; public speaking.

**Ability to:** Read and understand written information and basic instructions; prepare clear, concise, and grammatically correct correspondence.

**Education and Experience**
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

**Other Requirements**