

## **Coordinator, Instructional Programs**

### **Job Code 00001542**

#### **General Description**

Responsible for coordinating and supervising the Student Learning Assistance Center's (SLAC) off-site programs including Supplemental Instruction and Outreach.

#### **Examples of Duties**

Develop and prepare short-term and long-range goals and programming.  
Meet with director to update programs.  
Expand SI program by consulting with director, selected deans and departmental chairs.  
Oversee the hiring and supervision of student workers.  
Match student SI leaders with specific sections and professors of academic courses.  
Oversee the creation of the study group schedule.  
Design, schedule, and lead training workshop for SI leaders.  
Plan agenda, review and select all materials for SI training.  
Oversee the creation and implementation of the training agenda for Lab verbal counselors.  
Schedule presenters as programs are requested by student organizations, staff, and faculty members.  
Attend and make presentations at professional workshops and conferences.  
Hold formal individual conferences and performance evaluation sessions.  
Secure faculty guest lecturers.  
Assign tasks, consult and counsel SI leaders.  
Develop ways to encourage SI attendance.  
Compile statistical data regarding SI attendance, grades, and GPAs.  
Create, revise, format, and proofread memos, letters, handouts, copy for brochures, handbooks, and news articles.  
Delegate, schedule and, coordinate Outreach programs with Outreach/Publicity Coordinator.  
Coordinate Paws Preview note taking sessions.  
Supervise graduate student internships.  
Perform other duties as assigned.

#### **Knowledge, Skills, and Abilities**

**Knowledge of:** study skills and strategies to integrate with course content; basic and advanced writing skills; campus services and resources; effective teaching and learning strategies and techniques; learning and physical disabilities; different cultures especially with regard to acceptable writing styles; educational pedagogy; supplemental instruction.

**Skill in:** working as a team member; establishing rapport with a variety of clients, faculty, and staff; counseling staff and clients; public speaking; prioritizing workload; problem solving and decision making; negotiating.

**Ability to:** read and understand college texts, college reports, and professional material; design and prepare copy for brochures, handouts, and ads; create handouts for clients, letters, memos, and reports; perform basic math; evaluate program effectiveness and the effectiveness of leaders within a group; work under pressure; identify non-standard English syntax and train others who tutor or teach students from other cultures to identify non-standard written English; explain policies, procedures, and responsibilities to staff.

### **Educational 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**