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