

ADJUNCT ACADEMIC SUPPORT CENTER COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class participates in the coordination and supervision of skill development programs in the Academic Support Center of Westchester Community College. Responsibilities include the assessment of student skills and subsequent placement of students in an appropriate academic setting. Supervision may be exercised over tutorial and clerical staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Coordinates the activities of the Academic Support Center to ensure that resources are used in an appropriate manner, and that the needs of program participants are being met;

Participates in the recruitment and training of new employees, such as tutors, for the Academic Support Center;

Performs research on new educational materials relating to Math, Reading, English as a Second Language, and Computers;

Recruits program participants and assists in assessment of skills;

Organizes orientation groups to acquaint students with resources and services offered in the Academic Support Center;

Researches and develops materials to enhance academic support services;

Supervises tutors by overseeing their skill building techniques and by providing expertise as needed;

Keeps abreast of developments and new approaches in instructional and skill building techniques;

Assists in introducing new educational techniques and orientation plans to increase program effectiveness;

Learns all educational materials in the ESL, Reading and Math labs;

Ensures that time sheets for tutors are completed and tracks tutor hours to make rate adjustments as needed;

Maintains and orders supplies and materials;

Compiles data and prepares reports;

Assists in preparing the budget for the Academic Support Center;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, email and database software in performing work assignments;

May perform other incidental tasks, as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the professional practices and techniques used in tutoring and support for academic studies; good knowledge of various skill building programs; ability to work effectively with others in a multidisciplinary approach; ability to organize and analyze data; ability to effectively use computer applications such as spreadsheets, word processing, calendar, email and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and three years of related experience.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

*SPECIAL NOTE: Education beyond the secondary level must be from institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.