

Columbus State Community College

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Position Information

Classification Title	Program Coordinator
Job Title	Program Coordinator
Department	Instructional Services/Distance Learning
Requisition Number	1821
Full-Time/Part-Time:	Full-Time
Location:	Columbus Campus
Employment Status:	Externally Funded (Grants)
Employment Type:	Staff
Bargaining/Non-Bargaining Unit	Non-Bargaining Unit
Internal Applicants Only?	No
Non Bargaining Unit Salary Table	PROF Band
FOP Salary Table:	
Teamsters Salary Table:	
CSEA Salary Table:	
Targeted Hiring Range	\$44, 034
Pay Basis	Annually
Hours (ie. Monday-Friday, 8:00am-5:00pm)	Monday-Friday, 8:00am-5:00pm
Terms of Employment	
If Temporary, list end date	
If Externally Funded, list end date	09-30-2014
Job Description	<p>To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for disabled persons, covered by the Americans With Disabilities Act, in accordance with its requirements.</p> <ol style="list-style-type: none"> 1. Review and assess existing academic tutoring programs. 2. Upgrade College-wide infrastructure to support effective academic tutoring. Establish and integrate the work of a Tutoring Advisory Committee.

3. Standardize academic tutor hiring and training to ensure consistency in qualifications and training. Develop a plan to maximize tutoring resources for effectiveness and efficiency. Develop and maintain a distribution system for equipment used by tutors and students.
4. Conduct professional development for faculty to create a core group with expertise in tutoring.
5. Implement new academic tutoring support strategies including but not limited to supplemental Instruction for identified high risk courses, tutoring for distance learning students, and communication to students on tutoring availability at Columbus State. Train tutors in content and methods to implement various tutoring models, recognize disabilities, and use adult learning theory.
6. Work with key stakeholders to design, implement, and maintain an on-line early warning system which offers tutoring options. Develop and implement strategies for recognizing student achievement milestones.
7. Implement and maintain a tutor tracking system that monitors student use, effectiveness in improving student outcomes, and student satisfaction.
8. Design and produce data sets for decision-making about tutor services.
9. Establish and maintain effective working relationships among the College faculty, staff, and outside institutions. Research and apply best practices from other institutions especially similar two-year community colleges.
10. Maintain confidentiality of student records and other information.
11. Meet and or exceed the metrics for retention identified in the Title III proposal narrative.
12. Work assigned schedule, exhibit regular and predictable attendance and work outside of normal schedule as needed to meet workload demands. Performs other related duties as required.

Required education/experience:	An appropriate combination of education, training, course work and experience may qualify an applicant to demonstrate required knowledge, skills, and abilities. Minimum qualifications for this position are: Bachelor Degree in Education or a closely related field, with 1-3 years working with undergraduates in an academic setting. At least a Masters Degree in Educations preferred.
Knowledge, Skills, & Abilities:	<p>Knowledge of: infrastructure building; effective tutoring strategies and outcomes; computer software, programs and applications; distance learning; and team approach to completing a project.</p> <p>Ability to: self-direct work in order to complete a comprehensive project within a stated time period; demonstrate flexibility; work effectively with persons of varying cultures and diversity; work independently demonstrating initiative; develop and maintain effective working relationships with associates, supervisors, job contacts and general public; exhibit a pleasant telephone manner; answer routine inquiries; maintain confidential and sensitive information; maintain accurate and complete work records.</p> <p>Skill in: verbal and written communications; maintaining general typing; application of job software; operating general office equipment; planning, multi-tasking, scheduling, and organizing work; general clerical practices.</p>
Preferred Qualifications	
Training/Certifications Required	State Motor Vehicle Operator's License or demonstrable ability to gain access to worksite (s).
Special Instructions to Applicants	
Posting Open Date	
Posting Close Date	Open Until Filled
Comments	

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It is the established policy of Columbus State Community College not to discriminate against any individual employee or student, groups of employees or students, or prospective employees or students for reasons of race, color, religion, ancestry, national origin, sex, age, disability, or veteran status. This college is fully committed to providing equal opportunities in all employment, related activities, and educational programs, including, but not limited to, recruiting, hiring, advancement, compensation, training, benefits, transfers, tuition assistance, terms of employment, physical access to facilities, and social and recreational programs, within the financial resources of the college. The college will promote equal opportunities to all employees, applicants for employment, students, and student applicants for admission to the college through a positive and continuing affirmative

action program. Columbus State Community College will fully comply with all federal, state, and local laws and regulations to guarantee equal opportunities. All contractors of this college will comply with existing federal and state regulations concerning equal employment opportunities and affirmative action.