

SUCCESS CENTER SPECIALIST

CLASS SUMMARY

Under general direction, assists in planning, organizing and facilitating the operational aspects of the Success Center. Serves as primary liaison between and information source to staff, faculty, administrators, students and the Success Center.

REPRESENTATIVE DUTIES

Organizes, facilitates, integrates and utilizes appropriate independent judgment in the day-to-day operations of a basic skills center that utilizes multiple learning methods, of which computer assisted learning is dominant; assures accurate registration of students in multiple disciplines; maintains student progress files; may direct students to appropriate software recommended by faculty; writes and updates procedures to access various software and informs students and faculty to changes in said procedures; assists in orienting students, staff and faculty to the operation of the center; as directed by faculty, administers pre and post tests and records progress; verifies hours, grades and units awarded in variable unit, open entry/open exit classes; monitors daily attendance and participates in gathering statistical information to measure student success and center activity; monitors schedule of classes to include open enrollment; schedules mini-lectures by faculty and coordinates student study groups; assists the faculty coordinator in assigning and directing Instructional Assistants and student workers; responsible for maintenance and cataloging of videos, tapes and other instructional materials; works with faculty to prepare and update worksheets, assignment sheets, reviews tests, modules and final exams; orders textbooks and videos as requested by the faculty coordinator; maintains records of all software purchased, all site licenses and legal requirements; acts as liaison in support of the daily maintenance of the computer-assisted learning software systems between the computer Lab Technician, the Information Technologies Services Department and the Success Center; performs a variety of complex duties to include center correspondence, and designing, preparing and distributing flyers and brochures for the center; submits purchase requisitions; assists in monitoring budget; prepares and submits appropriate payrolls; organizes and maintains efficient office records and filing systems; calendars appointments.

ORGANIZATIONAL RELATIONSHIPS

This position reports to an appropriate instructional dean and supports the Success Center Faculty Coordinator. It directs Instructional Assistants, student workers, and clerical staff as appropriate.

SUCCESS CENTER SPECIALIST (continued)

DESIRABLE QUALIFICATIONS GUIDE

Training and Experience

Any combination of training, education and experience equivalent to an AA degree in a computer related field or equivalent plus two years of related work experience to include use of educational software.

Knowledge and Abilities

Through Knowledge of: English, grammar, spelling, punctuation and business math.

Good Knowledge of: computer software to include word processing, database and spreadsheet applications; modern filing and record keeping systems; modern office methods, procedures, terms and equipment.

Knowledge of: principles and practices of good public relations.

Ability to: learn various educational software that apply to Basic Skills Instruction; make decisions in accordance with established policy and procedures of the Success Center; maintain good relationships with faculty, students, administrators and community members; utilize modern office technology and equipment.

Skills: Keyboarding skills at 40 wpm; proofreading at 70% or above; operate modern office equipment and various computer software applications.