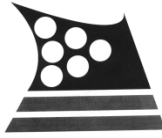


Blackfeet Community College



Position Description

Writing/Learning Center Coordinator

Closing Date	September 20, 2017 @ 3:00 PM
Salary	\$21,080.88
Department	Student Services, Academic Enrichment Services
Personnel Definition	Counselor, Regular Full-Time
Term of Employment	20 Pay Periods
FLSA	Exempt
Supervision Received	The levels of supervision received (chain of command) are: <ul style="list-style-type: none"> • AES Director • Vice-President Student Services • President
Supervision Exercised	AES Tutors/Mentors
General Statement of Duties	Incumbent is under the direction of the AES Director and is responsible for coordinating Learning Center activities and data management; scheduling and supervising tutors, collecting, entering data and managing all program data. All activities must meet the unique needs of SSS participants to accomplish the program and BCC goals and objectives in accordance with the established BCC standards and procedures.
Specific Area of Duties	<p>Tutoring, tutor selection and supervision:</p> <ul style="list-style-type: none"> • Assist with recruiting, hiring, training and supervising of peer tutors and professional tutors. • Create and update tutor schedule to ensure proper coverage of Learning Center • Focus academic support for first generation, low income students and students with disabilities (AES participants) served by the Learning Center. • Monitor tutor hours and time sheets. <p>Management</p> <ul style="list-style-type: none"> • Seek out and provide needed materials for Learning Center. • Ensure the smooth operation of the AES Learning Center so as to best provide services to students. • Provides oral and written reports as required. • Performs basic administrative/clerical tasks to support the daily operation of the tutoring program. <p>Data Collection and Management</p>

	<ul style="list-style-type: none"> • Manage all data for the AES program utilizing the AES data management software as well as other data management methods. <p>AES activities and services:</p> <ul style="list-style-type: none"> • Assist with AES activities • Attends various professional development workshops, in-service workshops and staff meetings. <p>Other duties necessary to the function of BCC, as needed.</p>
Qualifications	<ul style="list-style-type: none"> • Associates degree in Database Management, Computer Science or related field required. Bachelor’s degree preferred. • A minimum of two-years of experience in data base management, data collection, quality, input, and reporting required, with one year experience in supervision. • Must demonstrate innate or express ability to identify with and understand the unique personal, educational, career, and academic needs of SSS students, particularly those who are Native American. Experience in TRIO preferred. • Experience tutoring Native American students and /or SSS eligible populations preferred. • A background similar to that of the target population is preferred.
Knowledge, Skills & Abilities Required	<p>Knowledge Required:</p> <ul style="list-style-type: none"> • Knowledge of organizing, planning, coordinating and monitoring tutoring activities • Knowledge of Tribally Controlled Community Colleges • Knowledge of operation of all relevant office equipment <p>Skills Required:</p> <ul style="list-style-type: none"> • Supervisory skills • Tutoring skills • Proficient computer skills, with extensive knowledge of Microsoft Word, Excel and Access • Database management skills • Outstanding oral and written communications skills • Planning and organizational skills <p>Abilities Required:</p> <ul style="list-style-type: none"> • Ability to accomplish goals and objectives without direct supervision. • Ability to establish and maintain a positive working relationship with students, instructors, administration and the public. • Ability to maintain confidentiality <p>Must be responsible and reliable</p>
Complexity	Position requires knowledge of tutoring programs, database management general knowledge of office procedures, multiple task management and decision-making relevant to office work.
Personal Contacts	Has contact with personnel in all departments, students, Board of Trustees, Blackfeet Tribal departments and programs staff, and other related entities

	and persons that are necessary to contact to conduct the day-to-day business operations of the AES Department.
Physical Demands	Work setting is generally in an office. Sitting at a computer workstation for long periods. Data processing requires working from materials that are difficult to read. Walking between buildings on campus, using stairs, walkways and pavement in various weather conditions may be required. Lifting of objects less than 25 pounds may be necessary such as files, office equipment, etc. Records management and filing may require some bending, lifting and moving in sometimes-awkward positions. Accommodations will be made for persons with disabilities.
Guidelines	The incumbent will be guided by: <ul style="list-style-type: none"> • Position Description • BCC Employee Policies and Procedures Manual • BCC Catalog • All applicable college, tribal, state, and federal policies, procedures, laws, rules and regulations.