

# COLLEGE OF CENTRAL FLORIDA

## JOB DESCRIPTION

JOB TITLE: LEARNING SUPPORT SPECIALIST – OCALA CAMPUS  
(Part-time only. Not to exceed 25 hours per week.)

PAY GRADE: C-4

OVERTIME STATUS: NON-EXEMPT

### MAJOR RESPONSIBILITY:

Responsible for overseeing the daily operation of the Learning Support Center (LSC) and providing tutoring, and remediation.

At the College of Central Florida, our vision is to be "Your first choice for quality higher education." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable, and engaged.

### PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: Bachelor's degree required. General computer knowledge experience, and proficiency in the current Windows operating system and the current version of MS Office are required. Knowledge of Windows NT networks is a major plus.
2. Years of experience in the field: Minimum one year of tutoring experience in developmental, remedial, and higher-level learning skills at the college level preferred.
3. Special skills or abilities related to the position: Working knowledge of the policies, services, resources, equipment, and daily operating procedures of the Learning Support Center (LSC) and the college. Sufficient dexterity to operate the teaching/learning laboratory equipment and to make minor operational adjustments and repairs. Ability to work effectively with students, staff, faculty, and the public. Must have effective oral and written communication skills. Ability to balance the needs of several students simultaneously.

PREREQUISITES FOR POSITION (Qualification Standards Continued):

Special skills or abilities related to the position (continued):

Ability to provide effective individualized or small group or class tutoring and academic assistance to students. Ability to upgrade continually one's academic knowledge base and skills in the technical educational aspects of the Learning Support Center (LSC). Ability to interpret data and maintain LSC records. This position may require working nights or weekend hours.

ESSENTIAL JOB FUNCTIONS:

1. Provide individualized/small group/class tutoring and academic assistance.
2. Operate and assist students, staff, and faculty in the use of the LSC's software/hardware.
3. Provide classroom orientations relevant to specific tutoring subjects.
4. Represent the LSC at campus events as requested.
5. Stay up to date on the College Reading and Learning Association's (CRLA) tutor training certification program.
6. Assist the Coordinator of Academic Support with the LSC calendar of events.
7. Identify computer software/hardware problems and resolve or report to computer services as appropriate.
8. Gain familiarity with new software/courseware/hardware/resources.
9. Schedule the Learning Support Center to use and answer phones, keep records, order supplies, and all additional essential Learning Support Center operating duties.
10. Perform clerical duties such as keeping records, compiling annual usage reports, and maintaining correspondence.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without a hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.

PHYSICAL DEMANDS (continued):

- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting, and bending.

ENVIRONMENTAL CONDITIONS

- Works inside the Learning Support Center (LSC).

(Reasonable accommodations will be made for otherwise qualified individuals with a disability)

PRIMARY LOCATION OF JOB: OCALA CAMPUS, BLDG. 3

SUPERVISOR OF POSITION: COORDINATOR OF ACADEMIC SUPPORT OR DESIGNATED SUPERVISOR AT THE TIME OF HIRE