

# COLLEGE OF CENTRAL FLORIDA

## JOB DESCRIPTION

JOB TITLE: ACADEMIC SUPPORT SPECIALIST

PAY GRADE: P-8

OVERTIME STATUS: NON-EXEMPT

### MAJOR RESPONSIBILITY:

Oversee academic support initiatives, such as tutoring, workshops and class visits, in all Learning Support Center (LSC) and SMART Area locations.

At the College of Central Florida, our vision is "To be the first choice for quality higher education in our community." 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: Associates degree in education, student support or a related field required. Bachelor's degree preferred.
2. Years of experience in field: Minimum of two years full-time experience related to post secondary instruction, tutoring support or student readiness required. Staff supervision preferred.
3. Special skills or abilities related to position: Knowledge of the procedures, practices and services related to academic support centers. Knowledge of sources of information relative to learning/tutorial centers. Strong computer skills. Knowledge of the college mission and of goals and objectives in meeting the mission. Ability to support the operation of a tutoring/academic support center in an effective manner. Ability to communicate and coordinate with part-time academic support staff in decentralized locations (SMART areas). Ability to relate to and communicate effectively with students, faculty, and staff. Ability to analyze center processes and procedures and to evaluate their effectiveness. Ability to coordinate and supervise the activities of academic tutoring support staff.

### ESSENTIAL JOB FUNCTIONS:

1. Coordinate discipline-specific academic support in CF's SMART Areas to enhance student learning and success.

Revised 7-20-17

Revised 7-6-17 Formerly Learning Support Specialist-Ocala

ESSENTIAL JOB FUNCTIONS (Continued):

2. Assist the Coordinator, Academic support in the recruitment and selection of tutors for SMART Areas.
3. Visit each Ocala LSC/SMART Area location daily to coordinate with part-time staff in those areas.
4. Develop, implement and evaluate new academic support strategies and techniques for the LSC.
5. Coordinate and communicate with faculty to enhance the academic support programs and services to enhance student learning and success.
6. Coordinate with staff from E-Learning, the Library and faculty fellows to facilitate learning support activities in the learning commons.
7. Evaluate student usage and effectiveness of academic support services in CF SMART Areas, in accordance with LSC metrics, and modify future implementations accordingly.
8. Promote the academic tutoring programs and services to CF students and faculty.
9. Prepare promotional materials.
10. May occasionally be required to work a flexible schedule.
11. Other duties as assigned

(These essential job functions are not to be construed as a complete statement of all duties performed.)

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate both orally and in writing.
- Ability to drive a college vehicle.

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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to 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
- Ability to access, input, and retrieve information from a computer or other electronic device
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting and bending.

PHYSICAL DEMANDS (Continued):

- Moderate lifting and carrying (up to 30lbs).
- Walking, climbing stairs.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.
- Travels to various buildings on the Ocala Campus
- Occasionally travels to other CF campuses and centers

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

PRIMARY LOCATION OF JOB: Ocala Campus, Bldg. 3

SUPERVISOR OF POSITION: Director - E-Learning and Learning Support Centers