

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: LEARNING SUPPORT SPECIALIST

PAY GRADE: C-7

OVERTIME STATUS: NON-EXEMPT

MAJOR RESPONSIBILITY:

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

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: Bachelor's degree required. General computer knowledge and experience, and proficiency in the current Windows operating system and current version of MS Office required. Knowledge of Windows NT networks a major plus.
2. Years of experience in field: Minimum two years experience in the supervision and provision of offline and online activities, programs, and training associated with the instruction of students in computer operations; developmental, remedial and higher level learning skills; at the college level preferred.
3. Special skills or abilities related to position: Working knowledge of the policies, services, resources, equipment and daily operating procedures of the Learning Support Center (LSC) and the CF Citrus campus. 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 communications skills. Ability to balance the needs of several students simultaneously. Ability to relate well to and effect confidence in students and peers alike. Possession of a depth of knowledge in various academic disciplines. Ability to provide effective individualized/small group/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 to maintain LSC records. This position may require working nights or weekend hours.

ESSENTIAL JOB FUNCTIONS:

1. Provide individualized/small group/class tutoring, academic assistance, and testing services to students.
2. Operate and assist students, staff, faculty in the use of the LSC's software/hardware
3. Identify computer software/hardware problems and resolve or report to computer services as appropriate.
4. Supervise and provide assistance to students on CLAST, TABE and remediation.
5. Gain familiarity with new software/courseware/hardware/resources.
6. Schedule LSC use/answer phones/keep records/order supplies and all addition essential LSC operating duties.
7. Supervise and schedule appointments and assignments for student tutors.
8. Order supplies and equipment.
9. 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)

ESSENTIAL PHYSICAL SKILLS

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Effective communicate both orally and in writing
- Walking
- Standing
- Sitting (for 60+ minutes at a time)

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: Learning Support Center (LSC) – Citrus Campus

SUPERVISOR OF POSITION: Skills Lab Specialist