

# COLLEGE OF CENTRAL FLORIDA

## JOB DESCRIPTION

JOB TITLE: SKILLS LAB SPECIALIST

PAY GRADE: P-1

OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITY: Coordinate and Supervise a Learning Support Center (LSC).

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. Master's degree preferred.
2. Years of experience in field: Minimum of three years' experience in the area of specialization.
3. Special skills or abilities related to position: Knowledge of the procedures and practices used in or relating to the Learning Support Center. Knowledge of sources of information relative to learning/tutorial centers. Extensive skills in electronic delivery systems and knowledge of the college mission and of goals and objectives in meeting the mission.

Ability to operate a learning center in an effective manner. Ability to relate to students, faculty, and staff. Ability to analyze center processes and procedures and to evaluate their effectiveness.

### ESSENTIAL JOB FUNCTIONS:

Coordinate and supervise all aspects of the Learning Support Center.

1. Oversee all facets of coordinating and supervising LSC staff and student tutors including recruitment of student tutors in all essential academic areas.
2. Coordinate all aspects of tutoring students including:
  - Oversee the scheduling of all tutoring sessions for students and ensure the presence of tutors for those sessions. Post schedules for services.
  - Supervise all tutorial programs for students.

ESSENTIAL JOB FUNCTIONS (Continued):

- Develop strategies to implement electronic delivery of LSC tutorial and remediation programs.
  - Evaluate new LSC software, hardware, resources and services.
  - Develop and implement tutorial techniques for the Learning Support Center.
3. Coordinate Learning Support Center services and resources with faculty and with other relevant CF personnel in regards to instructional services, needs, and plans for future programs. Attend faculty meetings and encourage faculty assistance by referring students to the Learning Support Center.
  4. Attend workshops, seminars, and courses relevant to learning/ tutorial centers and current instructional technology. Survey faculty, tutors, and students regarding recommendations for suggested changes and implement requested changes.
  5. Coordinate all maintenance service for LSC electronic delivery systems.
  6. Responsible for creating and managing LSC annual budget, major purchases, and LSC Annual Report.

(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 the essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without 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.
- 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 in an office environment.

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

PRIMARY LOCATION OF JOB: Learning Support Center, L2-204, Citrus Campus

SUPERVISOR OF POSITION:

Campus Dean of Instructional Services - Citrus