

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Learning Center Coordinator	Range:	40
Date Revised:		Date Approved:	April 8, 2003

PRIMARY PURPOSE

This position is responsible for the planning, coordinating and organizing a variety of Learning Center services and activities to assist students and facilitate their educational goals; coordinates use of Learning Center facilities with faculty, staff and students.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Coordinates and organizes the day-to-day activities of the Learning Center to ensure efficiency of operations; recommends and assists in the implementation of the goals and objectives of the Learning Center; implements policies and procedures.
2.	Assists students individually or in small groups in the assigned subject matter area; reinforces or follows-up on instructions provided by faculty; explains concepts, principles and terminologies to students; tracks students' progress and provides feedback.
3.	Demonstrates or describes the proper usage of equipment and materials to instructors and students; prepares and issues equipment and materials for students use; maintains records of equipment and materials loaned to students.
4.	Provides information to students interested in receiving Learning Center services; assists in the preparation of instructional materials for demonstration and student use; coordinates use of Learning Center facilities with faculty, staff and students.
5.	Operates a variety of learning center equipment; tests, adjusts, maintains and performs minor repairs; maintains the Learning Center in a safe, clean and orderly condition.
6.	Performs administrative duties related to the maintenance and efficiency of the Learning Center; types various forms, letters and correspondence; maintains student attendance records, maintains confidential student information and progress data on appropriate forms and records; compiles statistical data.
7.	Orders, maintains, receives, catalogs, and stores equipment, materials and supplies; maintains inventories to assure adequate quantities are available for timely instructional use; monitors expenditures and budget as assigned.
8.	Compiles and maintains a variety of records, logs, files and statistical reports related to the activities of the Learning Center; prepares and maintains a variety of records related to students and program activities.
9.	Schedules and conducts meetings with faculty and staff for program evaluation and improvement.
10.	Trains and provides work direction and guidance to others as directed.
11.	Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
12.	Performs related duties as assigned.

<p style="text-align: center;">NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION</p>
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OTHER FUNCTIONS

WORKING RELATIONSHIPS

The Learning Center Coordinator maintains frequent contact with various departments, faculty, staff, and students.

EDUCATION AND EXPERIENCE

Two (2) years of college level course work and training or work experience directly related to the position.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of organization, policies and procedures of assigned department, classroom, or laboratory
Knowledge of the proper methods, materials, tools and equipment used in the assigned classroom or laboratory
Knowledge of appropriate safety precautions and procedures used in the assigned classroom or laboratory
Knowledge of instructional methods and techniques
Knowledge of modern office practices and procedures
Knowledge of proper English usage, grammar, spelling, punctuation and vocabulary
Knowledge of basic bookkeeping procedures
Knowledge of record keeping techniques
Knowledge and ability to operate personal computers, typewriters, copiers and other standard office equipment
Ability to present classroom or laboratory materials and to perform experiments and demonstrations in the area assigned
Ability to assist students in understanding and applying basic principles of the subject area to which assigned
Ability to make arithmetic calculations quickly and accurately
Ability to work independently with little direction
Ability to plan, organize and prioritize work
Ability to meet schedules and time lines
Ability to understand and follow oral and written directions
Ability to communicate effectively, both orally and in writing
Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS

WORKING CONDITIONS

Office and/or instructional classroom and/or laboratory environment; subject to sitting for long periods at a time (up to 2-3 hours); repetitive use of upper extremities including hand coordination activities. May be subject to performing physical activities, such as, but not limited to, lifting, bending, standing, climbing or walking while performing demonstration and providing student assistance.