

## 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.	Participate in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; active assistance in the creation of a welcoming and inclusive work and educational environment; attend and participate in diversity, equity and inclusion trainings and events.

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13.	Performs related duties as assigned.
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**OTHER FUNCTIONS**

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**WORKING RELATIONSHIPS**

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

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**EDUCATION AND EXPERIENCE**Minimum Qualifications

Two (2) years of college level course work and training or work experience directly related to the position. Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

Desirable Qualifications

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

**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, 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

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**SPECIAL REQUIREMENTS**

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**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.

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