

POSITION DESCRIPTION

POSITION TITLE: ASC Instructional Support Specialist

JOB CODE: 6184

POSITION TYPE: Part-time Non-Exempt

REPORTS TO: Instructional Leader/Coordinator

DEPT/DIV: Academic Success Center

SUPERVISORY RESPONSIBILITY: N/A

DESCRIPTION: Provides mentoring and tutoring in learning strategies and implementation of the standards for preparatory and college level disciplines in the Academic Success Center to ensure mastery of relevant, essential skills and concepts.

ESSENTIAL FUNCTIONS:

1. Extensively tutors college preparatory students and college credit students needing help at all levels of the college's curriculum.
2. Assists peer mentors, student tutors, paraprofessionals, and assigned faculty with procedures and materials to enhance student success and also provides academic coping skills to students.
3. Assists in promoting activities for the ASC and the execution of Title III initiatives such as orientations, training sessions, and informational procedures.
4. Mentors new paraprofessionals, student tutors, and students with respect to college and departmental procedures and expectations and provides leadership and role-modeling for these individuals as well.
5. Assists Instructional Leader and Coordinator in creating and maintaining materials and information relevant to a respective college preparatory or college credit discipline.
7. Facilitates partnerships, collaboration, and interdependence of all areas involved in student success, including instruction, mentoring, tutoring, and advising with respect to the goals of the Academic Success Center and the Title III program.
8. Performs other related responsibilities as required.

SPECIAL CONSIDERATIONS: (TRAVEL, WORK HOURS, WORKING CONDITIONS, ETC.)

Flexible hours and days; up to maximum of 29 hours per week. Campus assignments based on Academic Success Center needs.

DESIRED QUALIFICATIONS:

1. Bachelor's degree in an academic discipline: English, Mathematics, Biological Science, Physical Science, or other college preparatory or college credit discipline (Required).
2. Master's degree or above desired, with at least 18 credit hours in the respective discipline.
3. Experience teaching and/or tutoring and mentoring students at the community college level.

KNOWLEDGE, ABILITIES & SKILLS:

1. Strong interpersonal and communication skills.
2. Skills in mentoring, tutoring, and instructing students in an academic discipline
3. Ability to adapt to changing environments and to take on new responsibilities when required.
4. Skilled use of personal computer and Microsoft office programs.

ESSENTIAL PHYSICAL SKILLS:

1. Acceptable eyesight and hearing with or without correction/aid.

ENVIRONMENTAL CONDITIONS:

1. Work inside in an office setting.

This description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

9/26/06 cfc

APPROVALS

EMPLOYEE'S NAME: _____

EMPLOYEE'S SIGNATURE: _____ **DATE:** _____

IMMEDIATE SUPERVISOR: _____ **DATE:** _____

VICE PRESIDENT: _____ **DATE:** _____

DATE OF LAST REVISION: 10/04/2006