

## ACADEMIC SUPPORT CENTER COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class participates in the coordination and supervision of skill development programs in the Academic Support Center of Westchester Community College. Responsibilities include the assessment of student skills and the subsequent placement of students in an appropriate academic setting. Incumbents advance in compensation based on their training and experience. Supervision may be exercised over tutorial and clerical staff. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Coordinates the activities of the Academic Support Center to ensure that resources are used in an appropriate manner, and that the needs of program participants are being met;

Participates in the recruitment and training of new employees such as tutors, for the Academic Support Center;

Develops and coordinates long range and strategic planning to prepare for program needs, cost controls, and optimal use of staff and other resources;

Recruits program participants and assists with the assessment of skills;

Assists in the acquisition and dissemination of instructional materials and supplies to be used in programs;

Organizes orientation groups to acquaint students with resources and services offered in the Academic Support Center;

Supervises and evaluates tutors by overseeing their skill building techniques;

Keeps abreast of developments and new approaches in instructional techniques and skill building;

Assists in introducing new instructional techniques to increase program effectiveness;

Works with other divisions of the College to develop specialized tutorial programs;

Responds to inquiries and provides public information regarding tutorial programs;

Compiles data and prepares reports;

Assists in preparing the budget for the Academic Support Center.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the professional practices and techniques used in tutoring and support for academic studies; ability to work effectively with others in a multidisciplinary approach; good knowledge of various skill building programs; ability to organize and analyze data; judgement; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Level I-Possession of a Bachelor's Degree\*; Level II- Master's Degree\* and three years of related experience; Level III-Master's Degree\* with a minimum of 180 credits and five years of related experience; Level IV-Master's Degree\* with a minimum of 200 credits and seven years of related experience.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

West Co.  
J.C.: Pending  
DRC396

Job Class Code: Level I: T1022  
Level II: T2022  
Level III: T3022  
Level IV: T4022  
J.G.: T05