

GADSDEN STATE COMMUNITY COLLEGE

JOB DESCRIPTION

Position Title: Math and Computer Lab Coordinator – Student Support Services

Supervisor's Title: Project Director - Student Support Services

JOB SUMMARY: The Math and Computer Lab Coordinator serves as lab coordinator in the SSS computer lab. This person also supervises the tutoring in the area. The coordinator maintains upgrades and troubleshoots all computers in the lab, as well as providing first-line technical support to the SSS staff.

ESSENTIAL FUNCTIONS:

- Evaluates each participant in math tutoring to assess progress and/or changes to be made in academic plan
- Qualified to tutor students in math and computer science on a walk-in basis when the need arises and also lead group tutorial classes
- Responsible for maintaining the equipment and upgrading to new equipment from the bid list
- Assists in following the progress of the SSS students in the tutoring program for math tutoring
- Works with instructors to obtain and proctor tests for students who have documentation to receive testing accommodations and have scheduled to take exams in the SSS office
- Assists the students in the lab using the computers and answers any questions
- Trains students and coworkers to better use computers and assist with technical problems
- Conducts workshops on technology or study skills, if needed
- Responsible for recruiting, training, scheduling, and supervising the program's math tutors
- Advises and tracks SSS participants
- Compiles information on student outcomes and contacts
- Maintains security and accuracy of all project and student data
- Develops an effective rapport with students, other employees and the public

Comply with all policies of the Alabama Community College and the College.

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.

REQUIRED EDUCATION, EXPERIENCE, STANDARDS, AND TRAINING:

- Bachelor's Degree in Mathematics, Mathematics Education, or Computer Science and extensive knowledge of both subject areas
- Master's Degree in Mathematics or a related field is preferred
- Experience in dealing with computer networks, troubleshooting, and software packages is preferred
- Excellent oral presentation, writing, and interpersonal skills are necessary

REQUIRED LICENSE, CERTIFICATION, OR SPECIAL CREDENTIALS:

- N/A

OTHER QUALIFICATIONS AND JOB REQUIREMENTS:

- Familiarity with federal programs
- Sensitivity to the needs of youth, minorities, the disabled, and other persons the project may serve
- Serve on college committees as assigned

Reviewed by

Employee's Signature _____

Date

Supervisor's Signature _____

Date