



LEARNING RESOURCES COORDINATOR

BASIC FUNCTION

Under the direction of an assigned supervisor, performs a wide variety of functions with respect to tutoring services including supervising tutors, developing tutoring programs with instructors and preparing reports, and assisting in developing and monitoring the tutoring budget.

DISTINGUISHING CHARACTERISTICS

The incumbent collaborates with faculty and administrators to identify student needs, develop effective learning support strategies, and coordinate initiatives aimed at improving student success. The incumbent must be adaptable and flexible, able to adjust to changing student needs, departmental priorities, and institutional requirements.

ESSENTIAL DUTIES & RESPONSIBILITIES

The following duties and responsibilities describe the general nature and level of work being performed. It is not intended to be restricted or construed as an exhaustive list of all duties and responsibilities required of individuals so classified.

1. Assist students seeking academic support services, including tutoring, study groups, and supplemental instruction. Answer inquiries, provide information regarding resources, and refer students to appropriate support programs or services.
2. Coordinate tutoring and embedded tutoring services by scheduling appointments, matching students with tutors, and monitoring tutoring sessions. Communicate with tutors and students to ensure tutoring sessions meet their needs and objectives.
3. Assist in organizing and facilitating study groups and workshops aimed at enhancing students' academic skills and study strategies. Collaborate with faculty and staff to develop and implement effective study group sessions.
4. Maintain learning resource centers, study lounges, and computer labs to ensure a conducive learning environment. Monitor resource usage, replenish supplies, and troubleshoot equipment issues as needed.
5. Provide basic technical support to students using learning technologies and educational software. Assist students with accessing online resources, navigating learning management systems, and troubleshooting technical problems.

6. Perform administrative tasks related to learning support services, such as maintaining student records, tracking attendance, and compiling data for reporting purposes. Assist with scheduling appointments, managing calendars, and responding to inquiries.
7. Assist in planning and coordinating workshops, seminars, and events focused on academic skill development, time management, and study strategies. Help promote events and coordinate logistics such as room reservations and catering.
8. Collaborate with faculty, staff, and administrators to identify student needs and develop strategies to enhance learning support services. Participate in departmental meetings, committees, and working groups to contribute ideas for improving student success.
9. Proactively engage with students to promote learning support services and encourage participation in academic support programs. Develop outreach materials, participate in orientation sessions, and conduct outreach activities to raise awareness of resources.
10. Assist in budget development and coordination; complete necessary business forms and adhere to established business policies and procedures.
11. Provide training and supervision to student tutors and embedded tutors.
12. Perform other job-related duties as assigned.

QUALIFICATIONS

Knowledge Of:

- Knowledge of learning resources, tutoring programs, and academic support services.
- Effective tutoring methods and techniques.
- Computer applications and software relevant to learning technologies.
- Proper oral and written usage of English.
- Budget preparation, monitoring, and reporting.
- Excellent organizational skills, attention to detail, and ability to multi-task effectively.
- Recordkeeping techniques.
- Interpersonal skills using tact, patience, and courtesy.

Skills and Abilities To:

- Plan, coordinate, implement, and evaluate procedures and activities of services.
- Communicate effectively orally and in writing.
- Maintain records and prepare reports.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Meet schedules and deadlines.
- Supervise assigned staff and students.
- Provide technical guidance, plan, organize work, and track work progress.
- Work cooperatively with others.

Classification: Learning Resources Coordinator / Range: 21 / FLSA Status: non-exempt

Date Last Revised: ~~October 2022~~ July 2024 / Date Approved:

Education and Experience:

Any combination equivalent to an associate's degree in social science, education, or related field and two years of relevant experience.

Certificates, Licenses, Special Requirements:

Certain assignments may require a valid California driver's license and the ability to maintain insurability under the district's vehicle insurance program.

Other Requirements:

Imperial Community College is committed to creating an academic and work environment that fosters diversity, equity, and inclusion and equal opportunity for all, and ensures that students, faculty, management, and staff of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion makes our district a unique and special place for individuals of all backgrounds. It is important that our employees' values align with our District's mission and goals for Equal Opportunity, Diversity, Equity, Inclusion, and Access.

WORKING CONDITIONS**Work Environment:**

Duties are primarily performed in a classroom-type environment. Incumbents have extensive interactions with students. Frequent interruptions. Medium to high noise level.

Physical Demands:

Long periods of sitting and keyboarding requiring repetitive hand movement. Speak clearly and distinctly for the purpose of providing information or over the telephone. Ability to stoop, bend, kneel, crouch, reach, and twist, and to lift, carry, and/or move objects weighing up to 10 pounds.

Vision: See in the normal visual range with or without correction. Hear in the normal audio range with or without correction.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this classification.

Mental Demands:

Making sound decisions and judgements to solve problems. Handle stress of meeting deadlines and demands of job. Communicate with others in fast paced environment.