

University of Houston – Clear Lake

Position Description

Job Title: **Coordinator, Student Success Pgm**

Job Code: **3531**

Pay Grade: **030**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Master's degree.	Direct experience working with tutorials and/or supplemental instruction programs.
Experience	Two+ years working in an academic support program in an institution of higher education. Provide clear evidence of a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of college students.	
License/Certification		

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

The coordinator of Academic Support Programs will manage the day-to-day operations of the Peer Tutoring and Supplemental Instruction programs in the Student Success Center. The incumbent will work actively with faculty, staff, and students across campus to maintain a current knowledge of student academic support needs and be able to adapt current program offerings to meet any changes. This position will report to the Director of the Student Success Center and be any active participant in all programs associated with the Student Success Center and related student services.

Duties and responsibilities	% Time
Coordinate the day-to-day operations of the Peer Tutoring and Supplemental Instruction program. Prepare and monitor tutor schedules and tutor /SI workshop attendance records in an effort to optimize tutor and SI availability to students and to ensure that tutors remain current on various learning skill development practices.	55
Evaluate tutorial and SI activities by developing tools in which feedback is available and interpreted to ensure the tutoring and SI programs remain relevant on campus. Develop and maintain a comprehensive programmatic assessment plan for both tutoring and supplemental instruction programs. Align program goals and learning objective with those of the Student Success Center, Division of Student Services, and the University of Houston-Clear Lake. Prepare and maintain a record of necessary materials and facilities needed to ensure the full capability of the program to benefit students who present various levels of learning skills. This includes monitoring and maintaining electronic equipment and software.	20
Recruit, hire, train, and supervise student staff for tutoring and supplemental instruction programs. Enact innovative marketing program for Tutoring and Supplemental Instruction programs.	15
Build relationships with faculty across campus in an effort to enhance tutoring and supplemental instruction programs by developing a current working knowledge of student academic support needs. Perform related duties as assigned.	10

This position description describes the general qualifications, duties and responsibilities of work being performed.