

## MT. SAN ANTONIO COLLEGE JOB DESCRIPTION

Job Title:	Learning Lab Coordinator	Range:	66
Date Revised:	8/21/02	Date Approved:	3/28/01

### PRIMARY PURPOSE

This position is responsible for supervising the daily operations of the Learning Lab which assists students in identifying individual instructional support needs; using appropriate technology based instructional programs to promote learning in the classroom laboratory; hiring, scheduling and reviewing Learning Lab tutors, organizing and providing instruction in the use of laboratory materials; troubleshooting and/or requesting computer repairs; preparing informational materials; scheduling lab facilities, classrooms, and on-line orientation.

### ESSENTIAL FUNCTIONS

*Examples of essential functions are interpreted as being descriptive and not restrictive in nature.*

1.	Oversees scheduling of lab facilities, classrooms, and on-line orientation for instructors, staff and students within the department, and campus wide; accommodates the community's use of the lab
2.	Provides one-on-one instruction with students; coordinates technical assistance to students in reading, writing, math, vocabulary, spelling, and other subject areas on the computer; develops material and handouts
3.	Provides supervision of the lab during extended hours of operation
4.	Develops and facilitates workshops
5.	Hires, trains, supervises, and maintains work schedules for hourly employees, student workers, and tutors
6.	Centralizes troubleshooting and tracks maintenance of computers in classrooms and lab
7.	Creates and manages departmental databases; inputs data onto a computer mainframe (i.e., registrations); tracks and maintains student utilization records; develops statistical reports; originates and maintains a complex system of interrelated files and records; updates information as required; prepares reports
8.	Provides information in response to questions from various departments, students, faculty, and public; interprets policies, procedures and regulations
9.	Monitors operations and customer surveys making recommendations for improvements
10.	Assists in monitoring budget expenditures and maintains expenditure records
11.	Coordinates office supply orders; oversees organization of department collections including books, videotapes, resource media, and hardware/software inventories
12.	Learns and applies emerging technologies and as necessary to perform duties in an efficient, organized, and timely manner
13.	Performs related duties as assigned

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### **WORKING RELATIONSHIPS**

The Learning Lab Coordinator maintains frequent contact with faculty, staff, students, various departments, and the community.

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### **EDUCATION AND EXPERIENCE**

High school diploma; Coursework in computers and education; 3- 5 years directly related experience.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

#### **Knowledge of:**

- Organization, operations, policies and objectives
- Modern office practices, procedures and equipment
- Record keeping techniques
- Correct English usage, grammar, spelling, punctuation, and vocabulary
- Management, organization, and supervisory principles and practices
- Various computer software applications

#### **Ability to:**

- Operate personal and/or mainframe computers
- Operate a variety of office equipment
- Interpret, apply, and explain rules, regulations, policies and procedures
- Compile, organize, and analyze statistical data
- Work confidentially with discretion
- Plan, organize, and prioritize work
- Meet schedules and time lines
- Work independently with little direction
- Understand and follow oral and written directions
- Communicate effectively, both orally and in writing
- Understand scope of authority in making independent decisions
- Review situations accurately and determine appropriate action according to established guidelines
- Establish and maintain effective working relationships with others

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### **WORKING CONDITIONS**

College office environment; may require standing for long periods while assisting students. May be subject to sitting for long periods at a time (up to 2-3 hours); repetitive use of upper extremities including hand coordination activities; ability to lift up to 25 pounds.

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