

August 13, 2007

Job Code: 06/07-99

**SUPPLEMENTAL INSTRUCTION PROGRAM SPECIALIST**

*Tutorial Services*

*100% time, 12 month term*

*Current hours: Mon - Fri., 8:30 AM – 5:30 PM and on occasional evening or weekend hours*

**DEADLINE TO APPLY:** *4:00 PM, FRIDAY, August 31, 2007*

**SALARY:** *Range A-95, Steps 1 - 6, \$4,072 - \$5,197. Initial salary placement, Step 1.*

**HEALTH & WELFARE BENEFITS:** *College contributes \$8,776 toward annual premium for medical, dental, vision and life insurance coverage. Lifetime retirement benefits provided for eligible retirees.*

**OVERVIEW:** *This position is responsible for the planning, coordinating and organizing of the Supplemental Instruction Program with staff, students and faculty. The Supplemental Instruction Program Specialist maintains frequent contact with various departments, faculty, staff, and students.*

**EXAMPLES OF DUTIES:**

- *Organizes the day-to-day activities of the Supplemental Instruction Program to ensure efficiency of operations; recommends and assists in the implementation of the goals and objectives of the program; establish schedules and room assignments for Supplemental Instruction Leaders; implement policies and procedures*
- *Provides information to students interested in receiving services; schedules and coordinates appointments with staff, students and faculty; maintain files, records and prepares related reports as requested*
- *Assists with recruiting, hiring, training, and evaluation of Supplemental Instruction Leaders in accordance with established procedures; schedules working hours and appoints appropriate Supplemental Leaders to students; works with Supplemental Instruction Leaders to correct deficiencies*
- *Conducts meetings and orientations with staff and faculty for program evaluation and improvement*
- *Prepares instructional materials for use in supplemental instruction sessions; prepares written materials for distribution to promote services; conducts oral presentations; prepares and organizes materials used for conducting training sessions and employee orientations on program requirements and guidelines*
- *Compiles and maintains a variety of records, logs, files and statistical reports related to the activities*
- *Prepares employee hiring documents; audits, records, calculates and processes employee time cards; monitors, maintains and reconciles budgets and expenditures; projects annual payroll expenditures and budget requirements; initiates supply purchases and maintains adequate supplies*
- *Trains and provides work direction and guidance to others as directed*
- *Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner*

## **MINIMUM QUALIFICATIONS:**

### **Knowledge of:**

- Campus organization, policies, procedures of assigned department or program
- Campus academic requirements
- Tutoring and problem-solving techniques
- Curriculum development
- Collaborative learning techniques
- Interviewing and evaluation techniques
- Record keeping techniques
- Office practices, procedures and equipment
- Basic bookkeeping procedures
- Correct English usage, grammar, spelling, punctuation, and vocabulary
- Various computer software applications

### **Skills and Abilities:**

- Administer and interpret a learning styles inventory
- Plan, coordinate, organize and schedule activities
- Read, interpret, apply and explain rules, regulations, policies and procedures
- Make arithmetic calculations quickly and accurately
- Operate a variety of office equipment such as calculator, computer, copier, etc.
- Analyze situations accurately and adopt an effective course of action
- Plan, organize and prioritize work
- Work confidentially with discretion
- Meet schedules and time lines
- 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 guideline
- Establish and maintain effective working relationships with others

### **Education and Experience:**

AA or AS degree required; a Bachelor's degree and teaching experience preferred; course work in teaching, counseling or directly related field; one to two years supervisory experience.

### **APPLICATION PROCEDURE:**

The Mt. San Antonio College application form and transcripts (official or unofficial transcripts accepted) must be received in the Office of Human Resources no later than **4:00 PM, Friday, August 31, 2007**. Application forms received after this time will not be considered. It is recommended that resumes and letter(s) of recommendation or other pertinent information be included with the application. All materials included in your application packet become College property, will not be returned, will not be copied, and will be considered for this opening only. Current Mt. San Antonio College employees must complete a new application packet. Application forms can be obtained from our website (<http://jobs.mtsac.edu>) or by contacting the Office of Human Resources at 909-594-5611, X4225, or in person at Building 4, Room 230, 1100 N. Grand Ave., Walnut, CA 91789.

## **OPEN & PROMOTIONAL**

<p>This recruitment may be used to fill future vacancies.</p>
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