

 **The University of Louisiana at Lafayette** 
Staff Vacancy

Position: Coordinator of The Learning Center

- Responsibilities:** The Coordinator of The Learning Center will
- manage all aspects of the day-to-day operation of The Learning Center including recruiting, hiring, training and supervising student tutors, lab workers, and desk workers.
 - manage all aspects of the Supplemental Instruction program
 - compile and maintain databases in Microsoft Access and Excel for tutoring and computer labs.
 - plan and implement budgets as well as write new and renewal grants for funding.
 - promote tutoring services for both tutoring in The Learning Center and online tutoring to students, faculty, and staff.
 - provide academic counseling and advising.
 - maintain CRLA certification of The Learning Center.
 - conduct required assessments.

Qualifications: Minimum qualifications are a Master's Degree in an appropriate area of specialization from a regionally accredited institution and computer literacy in Windows environments including Microsoft Office, especially Microsoft Access and Excel. Other desirable qualifications include:

- Experience in supervising students.
- Ability to work as part of a mutually dependent and supportive team in the Academic Success Center and work cooperatively with other University faculty and administrative personnel.
- Good communication skills are essential, as are equanimity under stress and an ability to adapt quickly to change.

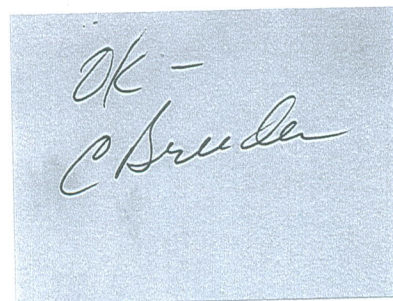
Administrative Unit: The Academic Success Center/Junior Division is a unit within Academic Affairs which assists the new student in making a successful transition into UL Lafayette. It provides academic support services, academic, and career counseling to all students, but particularly to students in their first two years of college. The Academic Success Center consists of a Director and five Academic Counselors, as well as three classified staff positions. This unit reports to the Associate Vice President for Academic Affairs.

Salary: Dependent on qualifications and experience.

Starting Date: ASAP

Applications: Candidate review will begin immediately. Applicants should send a cover letter, résumé, and the names and contact information of three references to:

Mrs. Bette Harris
Director of Academic Success Center/Junior Division
University of Louisiana at Lafayette
P. O. Box 41650
Lafayette, LA 70504



CBM

AA 1-09

SPZ



UNIVERSITY
OF
LOUISIANA
Lafayette

STAFF VACANCY

The University of Louisiana at Lafayette is an Affirmative Action/Equal Opportunity Employer

A Member of the University of Louisiana System