Position: Coordinator of Learning Assistance Center

Minimum Qualifications:
- Bachelor’s Degree from an accredited college or university in the area of education with specialty in English, Reading, or Mathematics.
- Experience as a supervisor or team leader.
- Three (3) years of experience in testing high school students and/or adults.

Campus: Main

Required Knowledge, Skills, and Abilities:
- Proficiency in the use of personal computers and the Internet.
- Ability to maintain confidentiality.
- Knowledge of conflict resolution and mediation principles.
- Ability to assemble, organize, and prepare data for records and reports.
- Ability to organize and maintain records.
- Ability to plan, organize, and complete work to meet established deadlines.
- Organizational skills and attention to detail.
- Strong interpersonal skills and work ethic.

Major Duties and Responsibilities:
- Supervise individuals assigned to the Learning Assistance Center that delivery services and provide activities for students.
- Administer and coordinate the College’s assessment program for new and returning students.
- Compile, evaluate, and prepare research data for reports; validating effectiveness and institutional impact of such reports.
- Manage and coordinate the daily operations of the Learning Assistance Center.
- Consult with the Title III Coordinator and the Academic Dean of Instruction regarding all major changes and operating procedures.
- Meet with the Office of Human Resources as needed for personnel concerns and actions.
- Conduct regular staff meetings to include in-service meetings, as needed.
- Conduct conferences with Instructors and/or Department Chairpersons of Coordination and Instructional Directions.
- Administer annual performance evaluations.
- Perform other duties as assigned by the appropriate Dean, Vice President of Operations, or President.

Salary:
Salary level will be determined by educational attainment level and years of applicable experience according to the Alabama Community College System Salary Schedule E2, Grade 2 - $41,420 – $54,821.
Application Procedure:
Position announcements and employment applications are available at www.bishop.edu and by contacting the Office of Human Resources at (251) 405-7052. Application materials may be delivered to the Office of Human Resources, Room 326 of the Yvonne Kennedy Business Technology Center, submitted via U.S. mail to the following address: Office of Human Resources, 351 North Broad Street, Mobile, AL 36603, or emailed to mlyons@bishop.edu. Applications currently on file must be resubmitted for this position. Delinquent and/or unsigned application packets and/or documents will not be accepted. Only complete application packets will be given consideration for employment.
A completed application packet consists of:
- Completed Bishop State Community College employment application (must be signed),
- Letter of interest with reference to the position announcement,
- Current resume,
- Transcripts (official required if hired), and
- Verification of Work Experience form for directly related work experience from current and/or previous employers (form included as last page of application) and/or letters from current and/or previous employers verifying directly related work experience (letters must include employment dates and job title, and must be on company letterhead and signed by authorized personnel).

Application Deadline:
A complete application packet must be received in the Office of Human Resources no later than Tuesday, August 2, 2016 at 5:00 p.m.
In accordance with Alabama Community College System policy and guidelines, the applicant chosen for employment will be required to sign a consent form and to submit a nonrefundable fee of $17.40 (additional charges may apply) for a criminal background check. Employment will be contingent upon receipt of a clearance notification from the criminal background check. Bishop State Community College is an active participant in the Employment Eligibility Verification Program (E-verify). E-verify electronically confirms an employee’s eligibility to work in the United States as required by the Department of Homeland Security.

Other Information:
The Selection Committee will screen all applicants for the position. The Committee will select applicants for in-person interviews which may consist of question/answer session and/or skills assessments. Applicants must adhere to the College’s prescribed interview schedule and must travel at their own expense. The College reserves the right not to fill the positions in the event of budgetary or operational constraints. Bishop State Community College is a multi-campus organization and employees of the College are required to travel among various work sites for both day and evening responsibilities and must provide their own mode of transportation. Bishop State Community College is an equal opportunity employer. It is the official policy of the Alabama Department of Postsecondary Education, including Postsecondary institutions under the control of the State Board of Education, that no person shall, on the grounds of race, color, handicap, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program activity, or employment. Bishop State Community College will make reasonable accommodations for qualified disabled applicants or employees. The College reserves the right to withdraw this job announcement at any time prior to the awarding.