

Richmond Community College

Job Description

Position Title: Academic Success Center, Evening Coordinator and OWCC Coordinator

General Description: The Evening Coordinator, under the authority and supervision of the Vice President for Instruction, is responsible for all operations of the Oral and Written Communication Center and the Academic Success Center during the evening hours.

Duties and Responsibilities of the Position:

1. Supervise the daily operations of the OWCC.
2. Supervise the evening operations of the ASC.
3. Coordinate with the ASC Day Coordinator in establishing and maintaining a student centered learning environment that fosters student success.
4. Coordinate with the ASC Day Coordinator in developing and implementing policies and procedures related to the academic support and success of students.
5. Assist with assessment of the ASC and OWCC by conducting annual surveys, data analysis, and research on current academic support offerings and best practices.
6. Assist with providing support to students with a variety of identified disabilities as documented by the Office of Disabilities Services.
7. Maintain organized records for system audits and departmental assessment for the ASC and OWCC.
8. Prepare OWCC monthly payroll time sheets and ASC contact hours report for the Business Office and Registrar.
9. Seek assistance from the Institutional Effectiveness and Improvement staff on extracting and sorting data in order to complete reports on student academic progression and annual program review.
10. In coordination with the Marketing Department, ensure the ASC/OWCC website is a true reflection of the activities, resources, and services of the Center.
11. Plan and develop oral and written workshops geared toward student success and achievement.
12. Coordinate with the ASC Day Coordinator in training tutors using the guidelines established by the National Tutoring Association.
13. Speak to classes regarding the services and resources offered by the Academic Success Center/OWCC.
14. Keep abreast of trends in skills lab resources and technological innovation in order to modify and enhances services and resources as needed.
15. Supervise and coordinate work study and student workers in the Academic Success Center and professional tutors in the OWCC.
16. Promote and provide daily maintenance of Upswing, the online tutoring program.
17. Coordinate and supervise online exam proctoring to include maintaining records for monthly reports.
18. Provide required Quality Enhancement Plan tutorial and assessment support as needed by the QEP Director.

Knowledge, Skills and Abilities:

Possess familiarity and understanding of different learning styles. Demonstrate ability to work and/or relate with various groups of individuals from diverse ethnic, cultural, socio-economic, and educational backgrounds. Demonstrate initiative and self-motivation. Demonstrate ability to work independently as well as part of a team. Demonstrate ability to accurately complete projects and meet deadlines. Possess experience working in a computerized office environment with word processing, database, and spreadsheet skills sufficient to prepare correspondence, reports, forms, statistical materials, etc. with speed and accuracy, including the willingness to learn and use new computer programs/applications. Demonstrate ability to use audio and visual equipment. Possess thorough knowledge of Microsoft Office Suite. Possess familiarity with Moodle/Blackboard LMS; knowledge of online tutoring is required. Possess thorough knowledge and familiarity of the learning resources center concept.

Minimum Education and Experience:

Bachelor's degree is required from an accredited institution. Master's degree is preferred from an accredited institution. One (1) year experience working in post-secondary education is preferred. Excellent interpersonal skills are required. Excellent written and oral communication skills are required. Ability to demonstrate excellent organizational skills and multi-task effectively is necessary.

Salary Level: RCC Salary Level 9

Location: JR Conder Learning Resources Center

Hours:

Questionnaire for

Compliance with Americans with Disabilities Act

Interview guide for collecting job analysis information

Job Title: Academic Success Center, OWCC

Coordinator

Division: Instructional/Learning Resources Center

Location: JR Conder

Supervisor's Title: VP for Instruction

Department: Academic
Success Center.

Shift:

1. General Purpose of Job. Briefly describe the job's primary purpose or contribution to the department or organization.

See Job Description.

2. Duties and Responsibilities. List the job's essential or most important functions and responsibilities. Include all important aspects of the job -- whether performed daily, weekly, monthly, or annually; and any that occur at irregular intervals.

3. Supervisory Responsibilities. If this job supervises others, give the name of unit(s) or department(s) managed and number of employees supervised. If there are subordinate supervisors, list them also.

4. Physical Demands:

4A. How much on-the-job time is spent in the following physical activities? Show the amount of time by checking the appropriate boxes below.

	Amount of Time			
	None	Up to 1/3	1/3 to 2/3	2/3 and more
Stand	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Talk or hear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Use hands to finger, handle or feel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Climb or balance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stoop, kneel, crouch or crawl	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach with hands and arms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Taste or smell	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4B. Does this job require that weight be lifted or force be exerted? If so, how much and how often? Check the appropriate boxes below.

	Amount of Time			
	None	Up to 1/3	1/3 to 2/3	2/3 and more
Up to 10 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Up to 25 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 50 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More than 100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4C. Does this job have any special vision requirements? Check all that apply.

- ☒ Close vision (clear vision at 20 inches or less)
- ☒ Distance vision (clear vision at 20 feet or more)
- ☒ Color Vision (ability to identify and distinguish colors)
- ☒ Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
- ☒ Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
- ☒ Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
- ☐ No special vision requirements

4D. Make notes on the specific job duties that require the physical demands selected above.

5. Work Environment:

5A. How much exposure to the following environmental conditions does this job require? Show the amount of time by checking the appropriate boxes below.

	Amount of Time			
	None	Up to 1/3	1/3 to 2/3	2/3 and more
Wet, humid conditions (non-weather)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work near moving mechanical parts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work in high, precarious places	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumes or airborne particles	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toxic or caustic chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor weather conditions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme cold (non-weather)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme heat (non-weather)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of electrical shock	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work with explosives	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5B. How much noise is typical for the work environment of this job? Check the appropriate level below.

- ☐ Very quiet (Examples: forest trail, isolation booth for hearing test)
- ☐ Quiet (Examples: library, private office)
- ☒ Moderate Noise (Examples: Business office with typewriters and/or computer printers, light traffic)
- ☐ Loud noise (Examples: metal can manufacturing, department, large earth-moving equipment)
- ☐ Very loud noise (Examples: jack hammer work, front row at rock concert)

5C. Make notes on the specific job duties that are affected by the environmental conditions selected above.

6. Comments. Include any other information that will aid in the preparation of an accurate description of this job.

7. Questionnaire prepared by:

Name: _____ Date: _____

Title: _____

Basis for knowledge of job: ☐ hold job now; ☒ supervise job; ☐ other (explain)

Exposure Determination for Bloodborne Pathogens

All position descriptions, including administrative and support personnel, whether paid or volunteer, must be evaluated by the appropriate department chairman/head and a Risk of Exposure to Bloodborne Pathogens Classification I or II be assigned to the position as it applies to each employee's work location. In situations where jobs of the same title entail substantially different categories of risk based on the department to which assigned, job titles will be modified to include the unit name thereby creating a newer, more specific description for that position.

For jobs which fall into Classification II, a list of tasks or procedures which present an occupational exposure to those employees should be prepared and appended to the job description. Assignment of personnel to a new department in the same basic job may necessitate a formal change of job title to ensure that they will receive training according to that job's risk classification. This must be reviewed on an annual basis by department managers for all job titles which they supervise or manage.

_____ CLASSIFICATION I

This includes jobs in which required tasks routinely involve a potential for mucous membrane or skin contact with blood, body fluids, tissues or potential spills or splashes. Use of appropriate measures is required for every employee performing these tasks.

_____ CLASSIFICATION II

This includes jobs in which required tasks normally do not involve exposure to blood, body fluids or tissues, but may require performing unplanned Classification I tasks. In these jobs the normal work performance involves no exposure to blood, body fluids or tissues. However, exposure or potential exposure may be required as a condition of employment or class performance.

_____ PERSONNEL NOT COVERED BY THE STANDARD

This includes jobs in which required tasks involve no greater exposure to blood, body fluids, or tissues that would be encountered by a visitor. The normal work/class performance involves no exposure to blood, body fluids, or tissues that would be encountered by a visitor. The normal work/class performance involves no exposure to blood, body fluids, or tissues and the employee can decline to perform tasks which involve a perceived risk without retribution.

NOTE: All employees who do not fit into Classification I or II will fall into a third category not covered by the Standard.