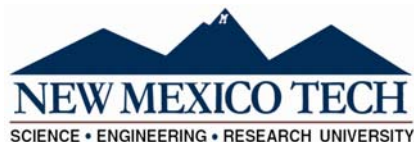


**Posted:** January 28, 2020



**REVISED 1/28/20**  
**POSITION ANNOUNCEMENT**

**TITLE:** STUDENT SUPPORT COORDINATOR    **DEPT:** OFFICE FOR STUDENT LEARNING

**REG**       **TEMP**       **FULL TIME**       **PART TIME**

**STARTING RATE or SALARY RANGE** \$35,000

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

**INTERNAL POSTING THROUGH:** January 30, 2020\* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

**JOB DUTIES:**

The successful candidate will assist with all programming and services at the Office for Student Learning to include: the OSL Tutoring Center, Peer Mentor Program, Living Learning Communities, the Student Research Symposium and the Veteran's Education Support Services. Specifically, the SSC will assist with the supervision of the OSL tutoring center to include hiring, training, and evaluation of Learning Coaches. The SSC will have an active role in the development and coordination of first-year student success programs such as Peer Mentors, Living Learning Communities, and the Summer Math Success (SMS) Program. In collaboration with other student services departments and faculty, the SSC will assist with the coordination of student success workshops, seminars, and lectures. The SSC will support OSL management through the collection, analysis, and reporting of all OSL programming and services to ensure accurate and meaningful assessment. With guidance and oversight from OSL management, the SSC will be responsible for marketing and promoting our programs, services, and events through the OSL website, social media, and other venues across campus.

**REQUIRED QUALIFICATIONS:**

Read and comprehend instructions, write information and complete simple forms. Bachelor's degree required in any field of study. A minimum of one (1) year experience working in higher education required. Experience in academic services at a collegiate level required. Excellent oral and written communication skills required.