



*ASSIGNMENT OPPORTUNITY ANNOUNCEMENT*

**LEARNING CENTER COORDINATOR**

*80% Assignment*

**Closing Date: May 30, 2024**

**Objectives of Assignment:**

To provide on-site leadership for the Learning Resource Center by: (a) coordinating tutorial and writing lab activities, (b) planning and developing applications, and (c) integrating a variety of functions into a unified whole.

**Description of Assignment:**

The Coordinator of the Learning Resource Center is responsible for the development of LRC functions, the supervision of activities, the maintenance and security of the LRC, and planning and coordinating for future needs. This assignment is for the academic school year plus summer and winter sessions. The Coordinator works in collaboration with the Learning Center Manager, who is responsible for staff supervision.

**Duties and Responsibilities:**

- Coordinates the planning, development, and implementation of staffing, operations, equipment, materials, and facility needs of the tutoring program.
- Provides leadership in the integration of Learning Resources plans and activities into those of the College.
- Conducts need assessments both within Learning Resources and between other areas of the College and Learning Resources.
- Promotes the instructional use of all learning resource materials and services.
- Maintains contact with and provides information for faculty and academic personnel on the use of the Learning Center and ensures that learning resource needs are addressed.
- Participates in developing reports and planning documents for the unit.
- Integrates a variety of Learning Resources components into a unified instructional support program to meet students' academic needs.
- Assumes leadership in curriculum and instructional development for the program.
- Oversees maintenance of Learning Resources inventory.
- Maintains current knowledge of trends, technologies and techniques in all relevant forms of ancillary instruction.
- Coordinates training of tutors.
- Coordinates tutorial, writing lab, and other learning assistance activities.

- Provides instruction in use of Learning Center technology.
- Develops curriculum and serves as Instructor of Record for courses taught in the Learning Center.
- Reports to the Dean of Library and Learning Resources.

**Preferred Qualifications:**

Experience in online and remote education. Knowledge of and/or experience with tutorial and writing lab activities. Familiar with teaching/learning theory. Good organizational and communication skills are essential.

**Stipend and/or Released Time:** 80% Released Time Fall and Spring (based on a 35 hour work week as indicated in the Guild contract). A stipend of \$5,000 for one summer session and a stipend of \$5,000 for winter session (hours to be determined in consultation with the Dean of Library and Learning Resources).

**Term of Assignment:** 3 years subject to annual review by the RT/EP Committee and the availability of funding.

**Application Procedure:**

1. Interested faculty members should submit an application (attached) and letter of interest which clearly describes how the candidate is qualified to fulfill the duties of the position as listed on this announcement. The letter of interest must be received in the Human Resources Office by 4:30 p.m. on the closing date for consideration for this position.
2. A selection committee composed of the Vice President of Instruction, Senate President and Guild President will interview the candidates for the position and make a final recommendation to the Vice President, Instructional Services.

Application forms are available in the  
**Office of Human Resources**

**CLOSING DATE:**

**May 30, 2024**

Implementation of this position will be subject to availability of financial resources.

*All activities related to this position are in lieu of a partial assignment only and in no way supplant contractual responsibilities such as office hours, committee assignments and curriculum revision and development.*

4/2021

**Released Time/Extra Pay Assignment  
Application**



<p><i>APPLICATION FORM</i></p> <p><b>COORDINATOR OF THE LEARNING RESOURCE CENTER</b></p> <p><i>80% Assignment</i></p> <p><b>Closing Date: May 30, 2024</b></p>
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Attach Additional Sheets, If Necessary

<b>Name:</b>	
<b>Current Position at GCC:</b>	<b>GCC Telephone Extension:</b>
<b>Relevant Experience and Education:</b>	
<b>Other:</b>	
<b>References:</b>	

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

*All activities related to this position in no way supplant contractual responsibilities such as office hours, committee assignments and curriculum revision and development.*

*This position is subject to availability of continued funding.*