



Educational Assistant - Learning Services Assistant/SNAP Coordinator

Full Time, 35 hrs/week

Non-Tenure Position

Anticipated Start Date: July 2019

The Learning Services Assistant/SNAP Coordinator provides a full range of academic services including: placement testing; tutoring and lab assistance; special examinations; computer-based instruction; supervision of peer tutors and coordination of the SNAP program.

The Assistant works under the direction of the Director of Learning Services. The position directs the work of student workers in providing testing, tutoring, and delivers some direct tutoring services as well. The position has extensive collaborative relationships with academic, professional and administrative people within the College and professional associations while also responsible for the coordination of the SNAP program.

Examples of Essential Duties and Accountabilities:

- A. **Service delivery:** The Learning Services Assistant is accountable for the effective and efficient delivery of learning assistance services to the College's students.
- B. **Tutorial assistance to students:** The Learning Services Assistant is accountable for contributing to assigned students' successful learning experience by providing instruction and guidance in their use of the assigned labs.
- C. **Training, development and direction of student workers**
- D. **SNAP program coordination, planning, development and budget management:** Administers all aspects of SNAP grant with minimal supervision and work with Department of Social Service office to identify potential candidates for available programs while maintaining confidentiality.

Any additional duties as directed by supervisor to fulfill the grant deliverables.

Qualifications: Incumbents are required to have demonstrated knowledge and abilities in the following areas: Tutoring strategies and techniques; Familiarity with physical and learning disabilities; Remedial, developmental and adult education methods and techniques; Computer-based and multi-media instructional technology, including information technology literacy skills; Supervision of staff; Budget management; Oral and written communication.

These skills and abilities typically are acquired through a combination of education, training and experience which would include a Bachelor's degree in an appropriately related field, together with one to two years of related experience; or a combination of education, training and experience which would lead to the competencies required for successful performance of the position's essential duties.

Salary: \$47,390 per year (CCP 14) plus a full State of Connecticut benefits package

APPLICATION DEADLINE: May 3, 2019

APPLICATION PROCEDURE: E-mail a completed Community College Application (found at <http://www.ct.edu/files/pdfs/Employment-Application.pdf>), a current résumé, cover letter, and unofficial transcript(s) to: Stephanie Wilcox, Human Resources Assistant – swilcox@qvcc.edu.

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