



Position Title: Program Leader
Reports To: Director, Academic Support
Department: Computer Courtyard/Learning Resources
Prepared By/Date: Rosa Barros/6-22-2010
Approved By/Date: Rolando Garcia/6-22-2010
Revised: Jennifer C. Brito/7-22-2010

Job Code: 0711
Job Group: PENC
Salary Grade: 14
FLSA Status: Exempt

Summary:

The Program Leader of the Computer Courtyard/Learning Resources Department coordinates and oversees the everyday lab operation in supporting the Computer Courtyard academic and student services.

Essential Duties and Responsibilities:

- Supervises 3 full-time members and 14 part-time tutors directly and others indirectly.
- Staffs and schedules support for the lab 6 days and 4 nights tutors and service in general.
- Coordinates all activities for students using the Computer Courtyard Resources.
- Oversees hiring process and identifies training for new employees
- Prepares payroll for the Computer Courtyard.
- Schedules and supervises tutors for REVEST program.
- Monitors the budget of \$370,000 and prepares lab attendance reports.
- Purchase equipment and supplies for the Computer Courtyard.
- Ensures that software required supporting the academic lab activities are in place.
- Communicates with academic and student service in new technology implementation.
- Hires tutors for REVEST program and reports information for payroll purposes
- Supervises volunteers from the Service-learning placement.
- Acts as Campus administrator of (LAS).
- Performs other duties as assigned.

Knowledge, Skills and Abilities:

- Knowledge and understanding of college organization, goals and objectives, and polices and procedures.
- Knowledge and skill in office automation software, such as Microsoft Office.
- Excellent organizational, interpersonal and communication skills (both oral and written).
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from students, faculty, staff, and the general public.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty, and staff.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelors degree in academic or educational computing/ technology or related discipline from an accredited educational institution and five (5) years of professionally responsible administrative experience in managing PC's in a network environment.
- Minimum two (2) years of tutoring, teaching customer service experience.
- Must possess knowledge and understanding of Carl Perkins requirements
- Have ability to work a flexible schedule

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name