JOB POSTING

Program Coordinator
1-Beckley Campus
1-Nicholas County Campus

Summary of Responsibilities:

 Assist students who are in need of tutoring services and work with faculty in identifying students in need. Coordinate tutoring program/activities: obtain tutors by faculty recommendation with Campus Dean final approval, train and supervise student tutors to include completing of required paperwork for hire, weekly time card submission and scheduling of hours. Provide tutoring schedule to students and faculty.
 Proctor faculty make up exams to include IVN and web based. Proctor exams for other institutions as directed.
 Stay up-to-date and ensure compliance with the ADA Guidelines in working with students. Confirm ADA needs and accommodations for potential and current students. Notify faculty of accommodations for students in their classes. Maintain files/records for students according to HIPAA guidelines.
 Responsible for administration of Compass and Accuplacer testing to include advising students of their scores and providing test results to the Office of Admissions. Administering Workkeys testing and various instruments for assessing students.
 Administering online career inventories for students. Administer Accuplacer placement testing in local high schools as requested by the Director of Enrollment Services. Academic advising and assisting students with adding or dropping a course.
 Teach Life Management Skills Course
 Other duties as assigned.

Position may require travel between campuses.

Education:
 Bachelor’s Degree

Experience:
Over 2 years of experience in the following areas.
 Higher education experience in student services or related area.

Preference may be given to applicant with the following
 Familiarity with student database system (BANNER)
 Working knowledge of ADA rules and regulations
 Understanding of assessment test scores to include implications and academic counseling

An equivalent combination of education and related experience are acceptable.
Skills, Knowledge and Abilities:
- Excellent communication skills (oral and written)
- Ability to deal with a diverse population including students, parents, faculty and staff.
- Organized and detail oriented
- Ability to multitask
- Time Management skills
- Computer skills (working knowledge of Microsoft Word, Excel, email)
- Leadership skills
- Customer Service skills

Reports to: Campus Dean

Classification/Compensation: This is an exempt, classified, pay grade 15 position with a starting salary of $27,015 per year.

Applications:
Only candidates meeting the minimum qualifications will be considered. Candidates must submit the following material: Cover letter to include position of interest, résumé, contact information for three references and copies of college transcripts must be submitted to address below. For full consideration, application material must be received by April 2, 2010. Position is open until filled. All positions are subject to funding availability. AA/EOE

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