

PART-TIME CARDINAL SUCCESS CENTER SPECIALIST

GENERAL STATEMENT:

General responsibility for maintaining the operation of the Cardinal Success Center (CSC) during evenings and weekends hours. Will have working knowledge to instruct students in the use of computer lab technology and software applications, monitoring activities in the CSC, including tutorial one-to-one meetings.

REPORTS TO:

Director of Student Success Services

OCCUPATIONAL GROUP:

Clerical

FLSA: Non-exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

High school diploma or GED required. Associate degree preferred.

LICENCE OR CERTIFICATION:

None

EXPERIENCE:

Experience working with college students and computer lab. Adequate computer and word processing skills.

OTHER:

Good public relations, verbal and non-verbal written skills, and must have Microsoft Office skills.

DUTIES AND RESPONSIBILITIES:

- Perform front desk activities record-keeping and tutoring-coordination.
- Manage and coordinate CSC schedule for optimum use of Trinity Valley Community College (TVCC) students, ensuring computers are functional and ready to use.
- Assist in the use of technology to complete projects.
- Monitor students during time in the CSC, maintain student records and attendance when using the CSC.
- Reports problems with hardware and software to the appropriate department and coordinates system repair services.
- Participate in Freshman Orientation program.
- Keep technology clean and orderly.
- Other duties as assigned by appropriate supervisory personnel.

PHYSICAL REQUIREMENTS:

- Within the general range of an office or classroom environment, occasional lifting may be required.
- May require irregular evening and weekend hours.

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The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

All TVCC positions are security sensitive and require a criminal background check.

Approved: 11/20/2015 Revised:

JD648