**MINNESOTA STATE COLLEGES AND UNIVERSITIES**

 **Minneapolis Community and Technical College**

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| **Employee Name:**  | **Position Control Number:** 00673390 |
| **Department/Division: Academic Success Center**  | **Classification Title:** College Lab Assistant 2 |
| **Prepared By:** April Hanson | **Working Title:** Chemistry Tutor Coordinator  |
| [ ] Non-Exempt [ ] Exempt: [ ] Executive [ ]  Professional [ ]  Administrative | *If Exempt, attach required documentation* |
| [x] Unlimited [ ]  Seasonal [ ] Temporary [ ] Limited  | If seasonal, list months during the season worked  |
| [ ] Full-time [x] Part-time [ ] Intermittent Percent if not full-time \_\_.5\_\_ % | **Date Prepared:** 05232021 |

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| This position description accurately reflects my current job. | This position description reflects the employee's current job. |
|  |  |  |  |
| **Employee Signature** | **Date** | **Supervisor Signature** | **Date** |

**POSITION PURPOSE**

The College Lab Assistant 2 – Chemistry Option promotes student success in all chemistry courses, provides ongoing expertise on promoting student success in chemistry and related courses; and works as a team to manage the daily operations of the Academic Success Center. This position provides lead work for a rotation of chemistry and other subject related tutors consisting of student employees and volunteers.

**RESPONSIBILITIES AND RESULTS**

1. **Promote student success in all chemistry courses and with chemistry elements in other disciplines and other related courses.**

Priority: Essential Percent of Time: 65%

* Provide walk-in and appointment tutoring for chemistry and related courses
* Assess the learning skill levels of students seeking assistance for learning improvement
* Assist students with locating, understanding, and using resources and equipment
* Coach learning strategies to promote students learning independently
* Plan and implements academic assistance activities for individuals and groups
* Provide expertise on the content of chemistry courses for which students regularly seek assistance
* Provide expertise for commonly requested non-course assistance
* Keep current on relevant technology such web-based instructional delivery, on-line tutoring, and similar technology
* Monitor national best practices for college academic support for chemistry students and promote their use in the center.
* Lead academic success workshops as requested on such topics as "Chemistry 1020 Review Session”
* Communicate regularly with faculty to clarify student needs and evaluate services; adjusts service delivery as needed
* Coordinate College Reading and Learning Association (CRLA) Level 1 training materials and delivery for all Academic Success Center workers in collaboration with other ASC staff.
* Coordinate tutors for embedded tutoring based upon demonstrated need and availability.
1. **Manage the daily operations of Chemistry tutoring area.**

Priority: Essential Percent of Time: 20%%

* Assist the Academic Success Director in the selection of work study tutors
* Coordinate the daily workflow of the chemistry tutors
* Serve as a mentor for new chemistry tutors, promoting effective tutoring techniques and providing support for challenging situations
* Assist in the supervision and evaluation of the chemistry tutors
* Manage the schedules for chemistry and other assigned tutors
* Provide training and support for chemistry and other assigned tutors.
* Manage the data collection and record keeping within the Academic Success Center for chemistry tutors and other assigned tutors by the Director.
* Secure and maintain chemistry resources for students.
* Provide onboarding and tutor training for chemistry peer tutors.
* Monitor and promote optimal usage of the chemistry tutoring support such as appointment vs walk-in tutoring and 1:1 vs group tutoring
* Schedule and lead subject training for chemistry tutoring.
* Assemble or prepare resources for commonly requested assistance
* Attend chemistry and related department meetings upon invitation
* Collaborate with Power of You staff, Starting Point staff, and other programs within Students Services in the assessment and support of shared students
* Confer with faculty on optimal academic support techniques and support for individual students
* Promote Academic Support Services available in the Academic Success Center (i.e. class-room visits, tours of the center etc.)
1. **Work as a team to manage the daily operations of the Academic Success Center.**

Priority: Essential Percent of Time: 10%

* Assist with managing the flow of students for walk-in and appointment tutoring in the Academic Success Center.
* Maintain regular communication with the Director
* Maintain knowledge of the operation enough to assist when the center is short-staffed
* Attend staff meetings and other campus-level meetings and events as required
* Assist with the preparation and evaluation of statistical data on student use of the center
* Assist with the administration of the Accuplacer test or other approved testing instruments to students in conjunction with college staff or student employees.
1. **Perform other duties as assigned to ensure the smooth functioning of the department and maintain the reputation of the organization as a viable business partner.**

Priority: Secondary Percent of Time: 5%

**KNOWLEDGES, SKILLS, AND ABILITIES**

**Minimum Qualifications** *(expected to have to enter job):*

Associate or higher degree in chemistry or a closely related field such as chemistry

AND

One (1) academic year of teaching/tutoring experience in chemistry at the high school level or above

OR

An equivalent combination of education and work experience.

**Preferred Qualifications** *(desired but not expected to have to enter job)*

* Bachelor’s degree in chemistry or a closely related field.
* Demonstrate and effort to improve cultural competence and actively takes steps to include diversity training or professional development.
* Ability to apply knowledge of course content and tutor techniques to support student success.
* Human relations skills sufficient to assist and motivate students from a variety of ethnic, cultural, academic, economic and social backgrounds.
* Ability to communicate effectively with faculty members, counselors, administrators and related personnel regarding student needs, department needs and other concerns.
* Ability to apply knowledge of college policies and procedure to assist students
* Ability to acquire knowledge and curriculum changes, developments in the writing field, and tutoring methodologies to maintain up-to-date service delivery.

**RELATIONSHIPS**

This Position Reports to MnSCU Administrative Supervisor 2

**Internal and External Clientele and Purpose of Contact** *(the most significant job related contacts):* This employee works closely with Academic Success Center staff, faculty and staff, work study tutors, and other personnel in addressing student needs. Employee develops and share resources and methodologies with staff and makes adjustments to resources and methodologies as needed. This individual has the ability to work with students of differing cultural backgrounds and academic preparedness who come to the Academic Success Center for assistance.

**PROBLEM SOLVING** *(most difficult types of problems to resolve and consequence of error/non-resolution):* The employee uses a various tutoring technique to accommodate the diverse learning styles of the students. The employee evaluates which methods are effective and demonstrates patience and is resourceful while employing different strategies. The employee persists in efforts to motivate students to remain in school and to complete their studies in spite of difficulties and setbacks.

**FREEDOM TO ACT**

**Decision(s) Position Makes and Decision(s) Referred to Higher Authority:** Within school policy and budget constraints, the employee is free to select and modify materials and equipment. The employee supplements initial instruction by faculty. Modifications in materials and equipment are discussed with instructors to ensure effectiveness and legality. These modifications are done in accordance with the policies of MnSCU and Minneapolis College. All employees must comply with department and institution procedures and policies, MnSCU policies and procedures, as well as local, state and federal laws, regulations, guidelines and business and industry standards.

*This description is intended to indicate the kinds of tasks and level of work difficulty required of the position. It is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar level of difficulty.*