

Learning Center Instructor Part-time Pool
South Orange County Community College District

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Posted Dec. 20, 2019, set to expire Apr. 20, 2020

Job Title	Learning Center Instructor Part-time Pool
Department	Library Services (Dist-PTF-087)
Institution	South Orange County Community College District South Orange County, California
Date Posted	Dec. 20, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Lecturer/Instructor
Academic Field(s)	Social Sciences - Psychology Education
Apply Online Here	http://jobs.socccd.edu/postings/10479
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Job Description	

Representative Duties and Responsibilities:

Under the general direction of the Dean of Humanities and Languages, Social Sciences, and Library Services, the Learning Center Part-Time Instructor is responsible for instructing tutor-training courses, curriculum development and coordinating a multidisciplinary, comprehensive learning assistance program. The Part-Time Instructor, working closely with Learning Center full-time faculty, is responsible for implementing innovative learning support activities that will increase student retention, persistence and engagement. It is the duty of the Part-Time Instructor, as a team player, to plan, develop, organize, coordinate, and evaluate the services and operations of the Learning Center. General responsibilities include instructing classes in tutoring if scheduled; supervise tutors and the tutees; conduct tutor training classes; enhance tutor communication skills; familiarize tutors with the goals and objectives of the center; recruit and train student-tutors in tutoring techniques and methods including specialized tutors for Extended Opportunity Programs and Services (EOPS), Disabled Students Programs and Services (DSP&S), and other categorical programs. Assist in the planning, organizing, directing and



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review of the work plan, operations and activities of the Learning Center; develop and implement improvements and modifications; prepare various reports on operations and activities. Conduct meetings with tutors and support staff to provide information and to discuss and resolve issues and concerns related to daily routines and activities of the Learning Center. Perform related duties as assigned.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact