

**FRANCISCAN UNIVERSITY OF STEUBENVILLE
RECRUITMENT ANNOUNCEMENT
JOB OPENING**

Date: August 23, 2018

Position Available: Coordinator, Testing and Tutoring Services

Position Reports to: Director, Student Academic Support Services

Department: Student Academic Support Services

FLSA Status: Exempt

Schedule: Full-time; Monday-Friday, 8:30 a.m. – 4:30 p.m.

Please apply online: [Franciscan University Staff Positions](#)

POSITION SUMMARY

This position assists the Director of Student Academic Support Services (SASS) in all phases of department programming both on-ground and online, including testing services, tutoring, academic skills, peer mentoring, and disability services.

PRIMARY RESPONSIBILITIES

1. Oversees the daily operations of the Testing Center. Responsibilities include scheduling appointments, administering and proctoring exams, providing disability-related testing accommodations, keeping accurate records of incoming/outgoing tests, hiring and training proctors, and maintaining the integrity of the Testing Center.
2. Coordinates peer tutoring services. Responsibilities include the recruitment, training, and evaluation of tutors; arranging individual and group tutoring placements; maintaining tutoring records; supervision of the mathematics lab and other learning services outside of the classroom.
3. Develops and provides academic success sessions on topics such as time management, test preparation, learning styles, stress management, and goal setting. Meets with students one-on-one or in small groups; creates instructional materials and workshop presentations.
4. Assists the Director in the review of student documentation and determination of eligibility for disability-related services. Assists in the provision of various accommodations, including accommodated testing, accessible textbooks, scheduling of proctors/note takers, and assistive technology software.
5. Assists in production of alternative format materials. Locates accessible textbooks from variety of online sources. Generates accessible materials by scanning, editing, and converting texts. Trains student workers. Remains current on accessible technology trends and applicable copyright laws.
6. Meets regularly with students to monitor academic progress, identify strengths and weaknesses, provide support and training, and assists students in the development of academic goals to ensure student success. Maintains well-organized and accurate student records.
7. Provides general administrative support for the SASS Office. Greets visitors, answers phone, fields routine questions. Types general emails, fliers, spreadsheets, brochures, policies, etcetera. Proofreads for spelling, grammar, and layout.

This is not intended to be an all-inclusive list. Additional duties, expectations and responsibilities may be added or changed as needed to meet the University's needs.

REQUIREMENTS

Must understand, support and embrace the mission of Franciscan University of Steubenville and possess the following:

Work Experience

- One – two years of professional work experience in one of the following areas:
 - Education
 - Advising
 - Social Work

Competencies

- Interpersonal Skills: Relates well to all people above, below, at peer level, inside and outside of the organization
- Project Management: Effectively identifies and organizes steps, tasks, resources and timing needed to accomplish goals

- Quality of Work: Asks questions to clarify expectations; keeps supervisor informed of progress to avoid problems
- Verbal Communication: Presents effectively in multiple settings: one-on-one, small/large groups, peers, staff and managers
- Written Communication: Checks work for style, spelling and grammar errors; ensures readability

Education

- BS or BA degree required with experience in Education, Special Education, Social Work, Psychology, or related areas strongly desired

Technical Skills

- Knowledge, experience, and competency in the Microsoft Office Suite
- Email application experience is required, preferably with Microsoft Outlook
- Familiarity of online accessibility standards and current assistive technology software/products desired

Workplace Factors

- This job operates in a professional office environment
- This role requires active interaction daily with students, faculty, and staff
- Occasional travel for professional development opportunities

Candidates must submit an online application, a resume and a cover letter that demonstrates their fit for the position based on their experience, accomplishments and skills as well as their desire to advance the mission of Franciscan University.

Please apply online: [Franciscan University Staff Positions](#)

For other information and job postings, visit our website at <https://www.franciscan.edu>

Franciscan University of Steubenville is committed to principles of equal opportunity and is an equal opportunity employer.