

**Student Programs Coordinator****Job ID 36552****Location Tampa, FL****Full/Part Time Full-Time****Regular/Temporary Regular**

## Position Details

**Dept Number/Name:** 0-3865-000 / Academic Success Center**College Division:** Acad Affairs-Undergrad Studies**Salary Plan:** Administrative**Job Code/Title:** 9427 / Student Programs Coordinator**Salary Range:** \$42,000 - \$45,000**Position Number:** 00056231**ORGANIZATIONAL SUMMARY:**

The Student Success division at the University of South Florida, is comprised of 60 departments, providing students with academic support, engagement opportunities, health & wellness services and enhancement of the educational experience. The Academic Success Center (ASC) is part of Undergraduate Studies and is a partner in the USF Tampa Library Learning Commons. Offering a variety of academic support services, the mission of the department is to strengthen students' ability to learn effectively and efficiently. This is accomplished through learning center best practices that are content centered and seek to understand the role of tutoring and writing support at USF and adapt to meet the diverse needs of students, faculty, and staff.

**POSITION SUMMARY:**

The Student Programs Coordinator supports the Assistant Director (AD) in the administrative and daily operations of tutoring and writing support. The coordinator's main duty is to assist with the day-to-day operations, including scheduling, appointments, and ensuring the successful running of tutoring to include remote and asynchronous writing services. In addition the coordinator will assist with outreach initiatives such as conducting presentations and implementing workshops. The coordinator will supervise staff, help collect and analyze center usage data, and assist in collecting and auditing time sheets. The coordinator also supports various programs at the ASC such as SI/PASS, CRLA tutor and mentor training, ENG 4907, and other programs as needed.

**RESPONSIBILITIES:**

- ASC daily management. The coordinator will be responsible for the daily tasks of running the Tutoring Hub and Writing Studio including: staff management, staff scheduling, monitoring and responding to emails and student requests, auditing student staff timesheets, monitoring tutoring during appointments to ensure best practices and ASC policies are observed.
- Programming, Training, and Presenting. The coordinator will work alongside the AD to create training materials, presentations, trainings for student staff and employees. They will work alongside the AD to improve programming, services, and resources for student employees

and the students who enter the space. They will also assist in training, on boarding and continuing training of student staff through observations and evaluations. Coordinator will assist LDF in teaching training courses and will assist AD in teaching any courses assigned by ASC and UGS.

- Appointment management, data collection, and student-staff mentoring. The coordinator will record data, create, and manage online appointments through Teams. The coordinator will help collect usage data for the AD. The coordinator will also participate in a top-down mentoring program run by the AD, helping to organize mentorship pairs and monitor progress.
- Represent the ASC at student, staff, and faculty orientation; participate in outreach initiatives hosted by campus partners; attends and serves on campus meetings as deemed appropriate within scope of role and ASC program responsibilities.
- Assist with oversight of daily operations of the ASC, providing on-site staff supervision and office coverage as needed in the Tutoring Hub and Writing Studio. Assist with ENG 4907 student oversight during their time in the Writing Studio. Assist in the building and teaching of any writing courses taught through the ASC and UGS.
- Performs other duties as assigned.

#### **MINIMUM QUALIFICATIONS:**

Bachelor's degree, with at least one year of experience in a student affairs or student personnel position; or a master's degree in Higher Education, College Student Personnel, or Sports Recreation Administration.

FLSB 1310 equivalency:

4 years of directly related work experience may be substituted for a bachelor's degree.

6 years of directly related work experience may be substituted for a master's degree.

#### **PREFERRED QUALIFICATIONS:**

Master's Degree in English, Education, or a field related to student success, two years supporting college student success with at least one year in college learning assistance (e.g., SI leader, tutor, academic coach, peer mentor, etc.), writing studio experience, experience supervising student employees

## **USF Tampa**

### **Information for Applicants**

This position is subject to a Level 1 criminal background check.

**Job Opening Number: 36552**

**Posting Date: 04/15/2024**

**Posting End Date: 05/06/2024**