

**Adams State College
Alamosa, Colorado**

**THREE HALF-TIME SUPPORT STAFF POSITIONS AVAILABLE:
Lab Coordinators in Student Support Services**

SUMMARY:

Adams State College is seeking candidates for three part-time support staff positions in Student Support Services, a Title IV (TRIO) program funded through the U.S. Department of Education and serving college students who are U.S. citizens (or permanent residents) and who are low-income individuals, first-generation college students, or individuals with disabilities. These are part-time, ten-month support staff positions, reporting to the Director in Student Support Services, and will begin on or before February 15, 2012. The three lab coordinators will work with the Tutor Coordinator to establish and collectively manage tutoring lab for program participants in reading, writing, math, and science. Adams State College is the Regional Education Provider for southern Colorado, as well as a federally designated Hispanic Serving Institution.

DUTIES AND RESPONSIBILITIES:

- Work with faculty and the Tutor Coordinator in Student Support Services to recruit, hire, assign, train, supervise, and evaluate student peer tutors
- Monitor tutoring lab sessions
- Maintain records on peer tutors and students receiving services
- Provide individual tutoring to students as needed
- Other duties as assigned by the Tutor Coordinator in Student Support Services
- Some evening hours may be required.

QUALIFICATIONS:

Minimum Educational Qualifications: Bachelor's degree required with specialization in English, reading, math or science preferred; master's degree preferred.

Minimum and Preferred Work-Related Experience Qualifications:

- Two years experience working with students
- Demonstrated ability to develop effective working relationships with faculty
- Two years experience in coordinating educational programs preferred
- Knowledge of academic software programs preferred
- Experience in a college setting preferred
- Experience in TRIO programs preferred
- Preferred documented first-generation, low-income, or disability status and summary of how he/she succeeded in overcoming barriers similar to the target population to be served or extensive experience in working with these populations

APPLICATION PROCESS FOR ALL THREE POSITIONS:

Send a letter of interest, résumé, and contact information for at least three current references to Dr. Deborah White, Director of Student Support Services.

- E-Mail, with MS-Word attachments (for applications): dwhite@adams.edu
- Mail: 208 Edgemont Blvd., Alamosa, CO 81102
- Phone: (719) 587-8176

Search is being extended until all three positions are filled.

EOE/AA. Women and minority candidates are encouraged to apply.

In compliance with the Immigration Control Act of 1986, candidates for positions must provide proof of eligibility to work before an offer of employment can be made final.

Full descriptions of all positions are available from the contact person listed. Adams State College is an Equal Opportunity/Affirmative Action employer. Applications are sought from all qualified persons regardless of race, color, sex, disability and, as covered by law, veteran status. In addition, college policies prohibit discrimination on the basis of religion, national origin, ancestry, age, sexual orientation, marital status, and parental status.