

COORDINATOR OF LEARNER SERVICES \*

**Function of Job:**

Under general direction of designated administrator, to provide regional office services to adult learners pursuing academic programs, with responsibilities spanning the functions of admissions, financial aid, academic advising, academic affairs, individualized program planning and career planning.

**Characteristic Duties and Responsibilities:**

1. Serve as admissions officer for assigned regional branch office with responsibility for recruiting new learners into certificate/degree programs; evaluating transfer credits; pre-admissions skill testing; initial program planning; preparing necessary paperwork and making acceptance recommendations to central office admissions committee.
2. Be responsible for advising regional learners enrolled in academic programs on appropriate academic courses for each term, for providing career development/life planning activities, for supplying special assistance to "at-risk" students, and for monitoring the academic progress of all assigned learners.
3. Design and implement support workshops and activities.
4. Provide individualized curriculum design by assisting learners with preliminary phases of contract learning and self-design proposal formulation.
5. Be responsible for marketing/public relations activities through appropriate information/orientation sessions, on-site business recruiting, regional newsletters, and representing CLL at various functions and special events.
6. Serve as regional financial aid officer, with responsibility for counseling new students, processing financial aid paperwork, following up/monitoring award disbursement, and seeking new sources of funding for learners not qualified to seek traditional sources of aid.
7. Help recruit new regional faculty, help them in resolving difficulties with learners, and provide them with appropriate information about academic expectations/policies.
8. May supervise regional support or professional staff.
9. Perform other related duties as assigned.

**Minimum Acceptable Qualifications:**

1. Master's degree in education or related field and two years of experience, preferably in higher education.
2. Supervisory and administrative ability.
3. Ability to create and develop programs for adult learners.

7/18/89  
System Approval

7/18/89  
Effective Date

**This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.**

\* Revised - Original approved 2/16/76 and revised 3/28/78 as "Continuing Studies Program Coordinator;" and revised 1/22/82 as "Lifelong Learning Program Coordinator."