

LABORATORY COORDINATOR *
OR
ACADEMIC SKILLS SPECIALIST

Function of Job:

Under administrative supervision from a designated administrator, to be responsible for the development and administration of a specialized course program through application in a laboratory environment, and to supervise and evaluate tutorial staff as assigned.

Characteristic Duties and Responsibilities:

1. Teach subject skills and study habits to students/clients.
2. Hire, supervise and evaluate teaching/tutorial personnel and/or student assistant(s).
3. Identify, recruit and interview prospective students/clients in need of specialized instruction and develop needs-assessment analyses as required.
4. Provide academic counseling for students.
5. Provide lecturing services, special programs, and workshops in field of specialization to groups both on and off-campus.
6. Be responsible for scheduling lab utilization by students and faculty.
7. Promote and publicize program by routing articles and publishing descriptive pamphlets.
8. Budget and purchase equipment and supplies.
9. Be responsible for initiating periodic evaluation by students of course content and reporting results to supervisor.
10. Administer and evaluate standardized tests.
11. Provide tutorial services including planning/conducting tutor workshops and writing tutoring manual and other staff handouts.
12. Facilitate student referrals with other helping agencies.
13. Maintain and compile necessary records and statistics.
14. Perform other related duties as required.

Minimum Acceptable Qualifications

1. Master's degree
2. Knowledge from education or experience of materials, equipment, methods, and techniques in designated field of expertise.
3. Communication and writing skills.

Additional Desirable Qualifications:

1. One to three years' teaching experience in courses related to field of specialization.
2. General knowledge of management principles, primarily as related to budgeting.
3. Further education in the field of specialization.

8/1/84
System Approval

8/1/84
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 6/8/76 as "Reading Lab Coordinator" and revised 4/29/80 as "Laboratory Coordinator."