



Technical Professional – College Prep Zone Coordinator

Start Date:	Summer Semester 2015
Location:	Red Rocks Community College, Lakewood, Colorado
Compensation & Benefits:	\$46,000 – 50,600/annualized. RRCC also offers a comprehensive benefits package. Details at http://www.rrcc.edu/human-resources/benefits-information .
Application Close Date:	Complete application packets must be received in RRCC Human Resources by 5:00 p.m. MST on July 17, 2015.

Job Summary

This position exists to coordinate tutoring in the College Prep Zone and to develop and conduct training and professional development for tutors across the curriculum.

Responsibilities

Coordinate tutoring services for college prep students. Supervise tutors in the College Prep Zone. Plan and strategize retention of college prep students in collaboration with Instructional Services, Student Success Services, and the Learning Collaborative.

Assess the technology needs of the College Prep Zone and develop a strategic plan for technology usage, to include technical student support for online learning. Train tutors in the use of technology resources. Collaborate with Accessibility Services to provide assistive technology.

Facilitate professional development for staff, faculty, and student employees regarding academic support for students in developmental classes. Develop and conduct tutor trainings and professional development opportunities for tutors in alignment with the vision and leadership provided by the Learning Commons Manager. Create and organize supplemental education resources for instructors and tutors.

Utilize the Learning Commons computerized system to assess the effectiveness of services provided in the CPZ. Collect and analyze data from student records and electronic files. Maintain appropriate records, electronic files, and instructional materials for students. Work with Institutional Research to evaluate student progress, persistence, and completion.

Provide math and English tutoring to college prep students in individual and group settings.

Qualifications

Minimum Qualifications:

Bachelor's degree.

Three years tutoring experience.

Supervisory experience.

Knowledge and experience in using technology to enhance student learning.

Ability to train others.

Strong literacy, numeracy, and computer literacy background.

Excellent verbal and written communication skills.

Ability to address the needs of students with disabilities and learning challenges.

Preferred Qualifications:

Master's degree

Tutor certification

Experience in a Higher Education setting

Teaching experience

Competent in data analysis

To Apply

To apply for this position the following are required: (1) A completed RRCC employment application (**Only information contained on the application will be used to determine if applicants meet minimum qualifications. Please use dates.**), (2) A cover letter, (3) A resume or CV, (4) Unofficial transcripts (official transcripts will be required for the position finalist).

Notice: All areas of the employment application must be completed in full for consideration. **A resume will not be accepted in place of a completed application. A response of "see resume" will not be considered.**

About Red Rocks Community College

Located at the foot of the Rocky Mountains in Lakewood, Colorado, Red Rocks Community College offers more than 150 programs and 650 courses leading to two-year degrees or professional certificates.

Red Rocks has campuses in Lakewood and Arvada. Courses are delivered in formats from traditional classroom to online to self-paced and weekend classes.

Since 1969, Red Rocks Community College has delivered quality education to an eclectic mix of students of all ages, incomes and backgrounds. For many of our 15,000 annual students, Red Rocks is the convenient community college just down the street. For others, a Red Rocks program or course is worth traveling halfway around the world.

Please follow this link for an application: <http://www.rrcc.edu/human-resources/jobs>. Application documents may be emailed to hrjobs@rrcc.edu or mailed directly to:

Red Rocks Community College

Red Rocks Community College | Position Announcement

13300 W. Sixth Avenue, Campus Box 17
Lakewood, CO 80228-1255
Phone: 303-914-6570
FAX: 303-914-6800

Red Rocks Community College is committed to diversity in its people and programs. The College is an equal opportunity educational institution and does not discriminate on the basis of disability, race, creed, color, sex/gender, sexual orientation gender identity, religion, age, national/ ethnic origin, pregnancy status, veteran's status, genetic information, physical or mental disability, or any other category protected by applicable law, in its employment practices or educational programs and activities.

RRCC has designated the Executive Director of Human Resources as its Affirmative Action Officer/Equal Opportunity Administrator/Title IX Administrator with the responsibility to coordinate its civil rights compliance activities and grievance procedures. For information, contact Dr. Bill Dial, Executive Director of Human Resources, Title IX Coordinator, Title VII/Equal Opportunity Coordinator, ADA/Sec 504 Coordinator, 13300 West Sixth Avenue, Lakewood, CO 80228. 303-914-6298. Bill.Dial@rrcc.edu

Reasonable accommodation will be provided upon request for persons with disabilities. If you are a person with a disability who requires an accommodation to participate in the application process, please notify Human Resources at 303-914-6570.

Effective July 1, 2003, it is Red Rocks Community College procedure to conduct pre-employment background checks on all employment finalists to determine or verify background information, including criminal history, references from previous employment, qualifications, and, when applicable, driving history. Employment offers are contingent upon receiving a satisfactory report.

For information regarding Red Rocks Community College security, including crime statistics for the Red Rocks Community College Lakewood and Arvada campuses, please see the Red Rocks Community College campus security website at: <http://www.rrcc.edu/police/>. For a hard copy report please contact 303.914.6498.