



Job Title: Program Coordinator

Reports To: Division Chair, Natural & Mathematical Sciences

Department: Natural & Mathematical Sciences

Classification: Staff, Full-Time 12 month, Benefits Eligible, Grant Funded, Reappointment based on annual review

LeMoyne-Owen College (LOC) is a four-year liberal arts college that provides a transformative experience for students with a goal of preparing them for future professional endeavors. We are a launching pad for success, no matter where a scholar is on their academic journey. The campus is located within the urban center of Memphis, Tennessee yielding a rich cultural vibrancy to our institution. We are situated in the heart of the historic Soulsville district where legendary artists once recorded soul classics at Stax Records. Notably, we are also Memphis' only historically black college with a history dating back to 1862 from where the leadership of Memphis has emerged.

POSITION OVERVIEW

The Program Coordinator performs all aspects of implementing, training, troubleshooting, and collecting and analyzing data using ALEKS active learning technology to meet NSF grant goals. This position is critical in assisting with successful implementation of this project in an effort to increase math passage rates for students.

DUTIES AND RESPONSIBILITIES:

- Serve as Program Coordinator for the HBCU-UP TIP
- Proficient in ALEKS
- Maintain ALEKS Lab open hours
- Assist in selecting student tutors
- Train student tutors in ALEKS technology and tutoring pedagogy
- Supervise the ALEKS Lab
- Schedule student tutors in ALEKS Lab and in classroom sessions
- Maintain timesheets for student tutors
- Timely submission of timesheet for student tutors
- Maintain tutoring records in tracking software
- Assist in tutoring in the ALEKS Lab, as needed
- Perform additional tasks assigned by the Chair.

MINIMUM JOB REQUIREMENTS:

- Bachelor's degree in mathematics or related field; Masters preferred
- Experience with ALEKS or similar active learning technology
- Excellent interpersonal and communication skills

- Passionate about education and cultural diversity
- Must be able to work early mornings, evenings, or weekends
- Pass a background check and eligible to work in the US
- Computer literate - advanced knowledge of MS Office
- Able to multi-task, work independently and is a highly motivated, self-starter

KNOWLEDGE SKILLS AND ABILITIES REQUIRED:

- Work as a team member with a diverse population of students, staff, faculty, and community members
- Facilitate faculty development as directed by the PI
- Assist faculty with ALEKS implementation in classroom
- Communicate with supervisory personnel and instructors
- Communicate effectively with students, faculty and staff when visiting classes/offices on behalf of the Division
- Work effectively with students from all socio-economic and psychosocial backgrounds
- Participate in program evaluation by identifying strengths and weaknesses and make recommendations and solutions
- Provide data to PI for quarterly and annual reports

WORKING CONDITIONS AND PHYSICAL EFFORTS:

While performing the duties of this job, the employee is regularly required to sit, use hands, to talk, and to hear. The employee frequently is required to walk. The employee is occasionally required to stand, reach with hands and arms, and stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision.

Qualified applicants should submit the following information in one (1) pdf document via email to: jobs@loc.edu. Please put the job title in the subject line

- Cover Letter stating your academic philosophy and how this position aligns with your future career goals
- Resume or Curriculum Vitae
- Unofficial Transcript of highest educational level completed
- 3 references including contact information

Incomplete applications will not be considered. The final candidate who is extended an offer must successfully complete reference and background checks.

LeMoyne-Owen College offers an attractive benefits package, including health, vision and dental benefits. The College pays for Life Insurance, STD/LTD, and paid time off.

LeMoyne-Owen College is an AA/EEO employer and does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs and activities.

No Phone Calls Please