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| **Job Description** |
| **Job Title:** | Meyer Health and Sciences Center Coordinator | **Location:**  | Meyer Health Science Building |
| **Department:** | Natural Sciences | **Reports To:**  | Division Chair, Natural Sciences |
| **Division:** | Instruction | **Pay Grade:**  | P05 |
| **FLSA Status:**  | Exempt |  |  |

**SUMMARY**

The Coordinator assumes overall responsibility for the Meyer Health and Sciences Center (MHSC) at North Idaho College’s Coeur d’Alene campus and outreach locations. The coordinator serves as a leader of efforts to improve student retention and academic success in the natural sciences and health professions.

# Essential Duties and Responsibilities

This list includes, but is not limited to the following:

* Leads and directs the activities of tutors (peer and professional) or other part-time employees, carrying out supervisory responsibilities in accordance with the organization’s policies and applicable laws.
* Coordinates and manages MHSC tutors, including but not limited to: planning, assigning and directing work, weekly scheduling, bi-weekly time entry, addressing complaints and resolving problems.
* Recruits and hires tutors as needed, and conducts training and evaluations.
* Consults with Natural Science and Health Professions faculty on learning styles, lesson plans and expectations for student competencies.
* Implements s instructional and support strategies for student success including ways to reduce testing anxiety.
* Collaborates with faculty and staff in the Natural Sciences and Health Professions to develop and oversee academic tutoring, supplemental instruction, and group study services for various science and health professions courses.
* Works with faculty and other programs to improve understanding of learning issues in Science and Health Professions and provides appropriate services based on student needs.
* Researches, designs, and implements workshops during the academic semester and summer session to meet learning and developmental needs of students in science and health professions.
* Collaborates with other on-campus tutoring programs (Math Education Center, Writing Center, etc).
* Develops and implements assessment tools that measure the effectiveness of the MHSC
* Participates in campus committees pertaining to retention and student success
* Implements research-based best practices for post-secondary science and health profession education while working closely with faculty, staff, students, and advisors across campus to serve the specific needs of the NIC community.
* Works with the Natural Sciences and Health Professions Division Chairs to assess the effectiveness of the program on an ongoing basis, engaging in strategic planning to advance student success, and to make the work visible to the campus and NIC community through reporting as requested.
* Participates as a professional tutor in major field of study.
* Assists students to become independent learners, improve academic performance and study strategies.
* Provides additional support and encouragement to the student throughout the learning process.
* Maintains a positive, helpful, constructive attitude and work relationship with supervisor, college staff, students and the community.

### Marginal Duties

* Performs other duties as assigned.

**REQUIRED MINIMUM QUALIFICATIONS**

The requirements listed below are representative of the minimum qualifications necessary for an individual to satisfactorily perform each essential duty and be successful in the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties.

**Education and Experience**

* Bachelors degree in Science or closely related field and a minimum of 2 years full time equivalent related work experience including teaching and/or tutoring in higher education science courses. Higher education teaching experience is preferred.

# Knowledge, Skills and Abilities

* Strong written and verbal communication skills.
* Ability to conduct effective training and presentations
* Proficient skills using Microsoft Office applications
* Effective interpersonal skills
* Basic skills using student records system
* Ability to operate standard office equipment including phone and copier

# Physical Demands & Work Environment

The physical demands & work environment described here are representative of those that must be met or are encountered by an employee in the normal course of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work can be performed in a variety of environments including shared office space, conference rooms, and classrooms. Physical requirements and environment are typical of those in a general office setting. This job involves regular sitting, standing, walking, typing, moving, lifting objects up to 10 pounds and exposure to office lighting. A wide variety of standard office equipment is continually used, including phone, fax, copier, printer and computer.

October 2024