

**ADMINISTRATIVE OPENING**  
**Baker College of Muskegon**  
**Internal & External Posting**

**POSITION:** Part-Time, Learning Support Services Supervisor

**REPORTS TO:** Director of Learning Support Services

**MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:**

- Bachelor's degree required in business, math, English, education or computer technology
- Must be computer literate and be proficient in Microsoft Office required
- Must communicate and work effectively with students, faculty, staff and general public
- Must have excellent organizational skills and be detailed oriented
- Must have an empathetic understanding of the needs of students requiring tutoring
- Must have an ability to manage and work on several assignments or tasks simultaneously
- Must have strong math, computer and troubleshooting skills
- Must have an ability to provide a variety of learning support services
- Must have willingness to work a flexible schedule as needed

**DUTIES AND RESPONSIBILITIES:**

- Oversee tutoring services and all assistance to students in the Learning Center
- Make certain hours of operations are staffed during assigned shift
- Assist the academic counseling department with special needs and at-risk students
- Coordinate web based tutorials for faculty and students
- Assist in development of Learning Center services in coordination with deans, faculty, counselors and students
- Monitor and assist in the computer lab
- Assist in training tutors
- Tutor students individually and in groups
- Assist with providing accommodations for special needs students
- Assist in staffing and hiring needs
- Other duties as assigned.

**WORK SCHEDULE:** Up to 35 hours per week for 48 weeks  
Work schedule will vary (will include evenings and weekends)

**STARTING DATE:** ASAP

**COMPENSATION:** Hourly rate based on education, experience, and existing wage rates for similar positions at Baker College.

**APPLICATION PROCEDURE:** Please submit cover letter and resume by November 9, 2009 to:

Human Resource Department  
Baker College of Muskegon  
1903 Marquette Avenue  
Muskegon, MI 49442  
Fax: (231) 777-5263  
Email: [hr-mu@baker.edu](mailto:hr-mu@baker.edu)

**AA/EOE**