# HUBBARD COLLEGE OF ADMINISTRATION
# OF TAMPA BAY, INC.

**Job Description:** Director of Learning Support
**Organization:** Hubbard College of Administration of Tampa Bay, Inc.
**Office:** 310 Wildwood Way | Belleair, FL 33756 | www.hcatampabay.org
(813) 923-7993 | careers@hcatampabay.org

## SUMMARY OF POSITION:

The Director of Learning Support oversees Division 4, Department 11, "Learning Support Services" of the Hubbard College of Administration of Tampa Bay, Inc.

Under the direction and supervision of the Vice President of Academic Affairs, the Director of Learning Support is responsible for the development, implementation, maintenance and evaluation of the Learning Support Services Department, including all assigned learning support operations, activities, programs and services which may include, but are not limited to, virtual and on-site library services, tutoring services, supplemental instruction, structured study hall, academic skills workshops, open computer lab and other innovative instructional support initiatives.

The Director of Learning Support has primary responsibility for providing vision, leadership, and management of programs and services designed to facilitate student learning and promote student success.

The Director of Learning Support is responsible for the planning of student learning support programs, assuring the quality of learning support and the integration of technology in teaching and learning aimed at increasing retention and completion rates.

The Director of Learning Support will evaluate tutoring, library and other instructional support programming that is provided to students and monitor student outcomes to implement interventions to improve student success.

The Director of Learning Support oversees student learning support programs and services in accordance with the HCA TB Strategic Plan, the Educational Master Plan and the goals and objectives of HCA TB.

The Director of Learning Support ensures that state and Federal regulations are implemented in student learning support policies and procedures.

The Director of Learning Support assumes responsibility for making decisions necessary for the effective operation of assigned student learning support programs; fosters cooperative working relations among College staff; provides highly responsible and complex professional assistance to the Vice President of Academic Affairs in areas of expertise.

The Director of Learning Support is responsible for all budgetary matters related to the student learning support programs, ensuring resources are available to support ongoing programming and initiatives.

The candidate for this position is an experienced leader with a clear, focused commitment to academic excellence and innovation and works collaboratively with deans, directors, other administrators and faculty members to improve teaching and learning.

The candidate is a creative, visionary leader who will inspire students, staff and faculty.

The candidate is a critical thinker who seeks innovative solutions to problem-solving and possesses outstanding interpersonal, written and oral communication skills.

The candidate is highly ethical, trustworthy, credible, loyal and respectful of varying views and opinions.

The candidate is flexible and is a person whose leadership style is collegial, approachable, and is accessible on campus.

The candidate fosters unity among staff for the good of the College.

The candidate is committed to the effective use of technology within student learning support services, programs and administrative environments.

**ESSENTIAL FUNCTIONS AND DUTIES**

- Oversees the development of a comprehensive learning support services program including tutoring and library services and the expansion of other learning support programs such as supplemental instruction, structured study hall, academic skills workshops and other innovative learning support services;

- Manages the development and implementation of innovative strategies to support student learning and retention;

- Designs and implements evaluation tools to assess student learning support service usage, efficacy and student benefits; prepares reports and statistics documenting program usage, success and areas of development;

- In collaboration with the Learning Resources Coordinator, oversees the efficient management of the library, including operations, budget development and the effective coordination of library services;

- In collaboration with the Learning Resources Coordinator, assesses, monitors and evaluates the needs of the library, including the development and implementation of policies and procedures and the establishment of measurable outcomes;

- In collaboration with the Tutoring Coordinator, oversees the efficient management of tutoring programs, including operations, budget development and the effective coordination of tutoring services;

- In collaboration with the Tutoring Coordinator, assesses, monitors and evaluates the needs of the tutoring programs, including the development and implementation of policies and procedures and the establishment measurable outcomes;

- Develops appropriate initiatives to meet students' needs and to assist the College in achieving its mission and vision;

- Collaborates with faculty to effectively connect classroom teaching and learning to library and tutoring services;

- In collaboration with faculty and respective departments, develops and implements various forms of educational technologies in support of the library and tutoring services, including online services;

- Attends relevant professional development trainings, meetings, conferences and activities;

- Remains current on research, best practices and new initiatives regarding library services, tutoring and learning support, and provides updates to faculty and staff, through classes, workshops, and one-on-one training as appropriate;

- Monitors the collection and use of data to guide effective administrative decision-making and needs assessment;

- Develops outreach and publicity efforts to create awareness of library and tutoring services through a variety of communication channels and methods; collaborates with relevant departments to promote the library and tutoring services;

- Recruits, hires, supervises, evaluates, coordinates, trains and schedules workload for assigned staff;

- Ensures compliance with accreditation standards, local, state and Federal regulations related to the provision of learning support services.

**NON-ESSENTIAL FUNCTIONS AND DUTIES**

- Participates in ongoing training.
- Other duties as may be assigned, directed or requested.

**KNOWLEDGE, SKILLS AND ABILITIES**

The Director of Learning Support will have the following:

• Knowledge of principles and practices of student learning support programs and services;

• Knowledge and experience in tutoring and library services, development, implementation and assessment;

- Knowledge of adult learning theory, concepts, practice and teaching methodology which promote effective teaching and learning in varied modalities;

- Knowledge of computers and computer applications that support management systems and business office functions; and effective online delivery of student support programs and services;

- Ability to plan, organize, develop, implement and evaluate student learning support programs and services;

- Ability to work cooperatively and coordinate projects with administrators, faculty and staff to offer effective services to Students;

- Knowledge of the Hubbard College of Administration Management System;

- Knowledge of instructional technology and its integration into learning support services;

- Knowledge of relevant state and Federal regulations governing higher education, including but not limited to Florida's regulatory environment for private colleges; and

- Knowledge and experience in the accreditation self-evaluation process.

## REQUIRED QUALIFICATIONS

The Director of Learning Support will possess:

- A bachelor's degree from an accredited institution;

- Two or more years of experience in a higher education environment;

- An understanding of the mission of HCA and the Hubbard College of Administration Management System.

## DESIRED QUALIFICATIONS

The desired qualifications for this position are:

- An earned master's degree from an accredited institution;

- Two or more years of teaching experience in higher education;

- Two or more years of increasing level of responsibility in a tutorial, library or learning center environment including the supervision and direction of work of others;

- Two years of administrative level leadership and experience in higher education or in a business setting;

- Demonstrated experience with strategic planning, strong fiscal management linking resource allocation to planning and priorities (including data-driven decision-making) and leading the ongoing efforts of the College to meet accreditation standards;

- Demonstrated record of fiscal responsibility and accountability;

- Demonstrated commitment to academic quality and standards;

- Demonstrated support for faculty and staff development;

- Demonstrated experience in the utilization of technology in support of student learning and administration;

- Demonstrated experience supervising a complex student learning support department responsible for the implementation of state and Federal regulations;

• Demonstrated support for and encouragement of student success.

## PHYSICAL REQUIREMENTS

The requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.  While performing the duties of this job, the employee:

- Must be able to type on a computer keyboard, using a computer mouse and computer monitor for 8 hours at a time.
- Must be able to sit at a desk for approximately 8 hours per day (with periodic breaks allowed) while using a computer.
- Must have manual dexterity to be able to use a computer, phone and camera and related equipment in an office environment.

## LANGUAGE SKILLS

Ability to read and interpret information, instructions, software applications, technical information, company policies, documents and safety rules.  Ability to explain policies, procedures and processes in layman's terms; ability to compile pieces of information into a cohesive whole to achieve the most elegant communication possible.

## MATHEMATICAL SKILLS

Ability to calculate figures and measurements.  Ability to quickly perform simple calculations while performing tasks related to specific work parts.

## REASONING ABILITY

Ability to apply common-sense understanding to carry out instructions furnished in written, oral or diagram form.  Ability to apply reason to problems, such as determining the appropriate creative message of a marketing piece.

## WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job:

- Work is performed primarily in an office environment.
- The noise level in the work environment is usually quiet to moderate.
- The employee must be able to work in a fast-paced team environment.