

Coordinator of Educational Resource Center

Point University is a private liberal arts institution that educates our students within a Christian worldview so they are equipped to take their faith into the marketplace and all of life while achieving their professional goals. We are training the next generation of Christian leaders to take the cross to more job sites, churches, industries, and nations than ever before.

The coordinator of the Educational Resource Center in West Point reports to the Director of Disability Services and Educational Resource Centers.

Primary responsibilities include coordinating daily exam schedules for students with accommodations, monitoring and proctoring exams, assisting students with developing time management and study skills, and scheduling tutors and group study sessions. This position is also responsible for tutoring students that seek assistance from Point's College of Graduate and Professional Studies asynchronous Online Writing Lab (OWL). The position is part-time.

Responsibilities and Primary Activities:

- Demonstrate a sincere desire to help all students from a variety of backgrounds and disciplines.
- Maintain a consistent weekly schedule for exams and notify students of exam times.
- Communicate with faculty regarding the exam schedule.
- Demonstrate the ability to keep disability accommodations confidential in accordance with the Americans with Disabilities Act, ADA, and Section 504.
- Answer the office phone, take messages and answer basic questions about the operations of the ER or disability services.
- Monitor students who are testing when the ER director is unavailable or simultaneously occupied.
- Proctor exams for students according to their accommodation plans.
- Help the director with administrative tasks and special projects, as needed.
- Keep regular and accurate records of testing and tutoring.

Minimum Qualifications:

- Bachelor's degree
- Commitment to academic excellence
- Outstanding customer service skills
- Outstanding written and oral communication
- Proficient in Microsoft Office Suite

Preferred Qualifications:

- Bachelor's degree in English, Education, Psychology, Counseling, or related field
- Experience in higher education
- Demonstrated academic writing ability
- Familiarity with APA, MLA, and Turabian citation styles
- Familiarity with the ADA, ADA, and Section 504 laws