

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.

Primary responsibilities involve coordinating daily operations of students with accommodations and students seeking academic support services. As part of a small campus community, the ideal candidate needs to enjoy working in a variety of Academic and Student Life areas, be independent and creative, and skilled in planning and program development. The position is full-time and reports to the Director of Disability Services and Educational Resource Centers.

Responsibilities and Primary Activities:

- Demonstrate keen insight and a sincere desire to help all students from a variety of backgrounds, needs, abilities, and expectations.
- Maintain a consistent weekly schedule for exams and notify students of exam times.
- Proctor exams for students according to their accommodation plans.
- 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.
- Recruit, train, guide, support, and supervise peer tutors.
- Coordinate scheduling of tutoring appointments and group study sessions, including informing the campus as appropriate and maintaining attendance and peer tutor records.
- Help the director with administrative tasks and special projects, as needed.
- Keep regular and accurate records of all daily operations.

Minimum Qualifications:

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

Preferred Qualifications:

- Master's degree in English, Education, Psychology, Counseling, or related field
- Minimum of 3 years' experience in higher education
- Demonstrated academic writing ability
- Familiarity with CampusNexus
- Familiarity with APA, MLA, and Turabian citation styles
- Familiarity with the ADA, ADA, and Section 504 laws