The Student Center for Academic Achievement (SCAA) Administrative Coordinator Position

About the Student Center for Academic Achievement (SCAA):
The Student Center for Academic Achievement (SCAA) provides tutoring support for all fully matriculated California State University, East Bay (CSUEB) students, both undergraduate and post-baccalaureate. The SCAA also offers various online and in-person services and resources to assist students with their coursework. The SCAA Coordinator of the Science Tutoring Programs consists of tutoring for currently 4 science subjects – Biology, Chemistry, Computer Science, and Physics.

About the Administrative Coordinator Position:
Under the guidance of the SCAA Director, the Coordinator will plan, develop, and manage the policies and procedures of Receptionist Program. The Coordinator will hire, train, and supervise SCAA Receptionists Tutors. The Coordinator will implement “best practices” in logistics for the SCAA and technological trends in online learning. The Coordinator will work closely with faculty, students, and advisors across the campus and, more directly, with the SCAA permanent staff. This appointment is renewable each semester.

Sample Required Duties for 2021

- Hire and advise approximately 5-10 receptionists on SCAA policies, practices, and procedures.
- Oversee the evening and weekend hours of the SCAA
- Work with the SCAA Director to plan, facilitate, and evaluate an effective training program to include developing timely and relevant materials including Orientation and Monthly Meetings.
- Work with the SCAA Coordinators to support the logistics of all SCAA programs.
- Tutor in the absence of available tutors.
- Work with the SCAA Coordinators to manage the tutor schedule
- Liaise with Library Peer Resource Guide program to facilitate Academic Central
- Assist the SCAA Director with training SCAA tutors in other SCAA programs on logistics.
Attend administrative staff meetings and a weekly check-in with the SCAA Director.

**Preferred Qualifications for Job:**

- Bachelor’s degree. Current graduate students at CSUEB highly preferred.
- Equivalent of one year of administrative work, tutoring, teaching, advising or related experience
- Demonstrated ability to plan and implement effective trainings
- Demonstrated ability to independently plan, carry out, and troubleshoot day-to-day tasks
- Demonstrated ability to communicate effectively with diverse campus community – students, faculty, and staff.
- Knowledge and experience with managing logistics

**Pay Rates:**

The SCAA Administrative Coordinator will be paid $19.00 an hour. They will work approximately 20 hours a week.

**To apply please submit a resume, cover letter, and transcript to Dr. Shonda Goward at Shonda.goward@csueastbay.edu**