## THE COLLEGE

Whatcom Community College is a public associate degree-granting college in Bellingham, Washington. The College takes a comprehensive approach to course offerings, and serves over 7,000 students quarterly and more than 12,000 annually. Set on a 71-acre campus, considered by many to be the most picturesque in the state, Whatcom offers transfer degrees and professional training programs, as well as basic education and community education classes, through the efforts of talented faculty and staff and a student-centered philosophy often referred to as "The Whatcom Way". The College is accredited by The Northwest Commission on Colleges and Universities. For more information on Whatcom Community College, please visit www.whatcom.ctc.edu.

### THE COMMUNITY

Whatcom's campus is located in Bellingham, WA. Bellingham is a student-friendly town and rated one of the top cities for the outside adventurer. Positioned between the San Juan Islands and the Cascade Mountains and the cities of Seattle, WA and Vancouver, B.C., Bellingham is situated in Whatcom County (population 190,000), an area of small towns, farms, and scenic wilderness. Bellingham is the primary center (population 80,000). Bellingham offers an enviable quality of life and a wide variety of cultural and recreational opportunities, including skiing, snowboarding, mountain biking, kayaking, and an active arts community.



# **SALARY AND APPOINTMENT**

This is a 12-month, full-time, appointment, exempt from Washington State civil service law, with a salary of \$50,400 annually. The position comes with a full benefits package, including health, dental, life and long term disability insurance and a retirement plan. Tentative start date is as soon as can be arranged with the successful candidate.

### APPLICATION DUE DATE

For guaranteed consideration, application packets should be received by 4:30PM, Monday May 5; position open until filled.

### **APPLICATION PROCEDURES**

A completed application consists of:

- · Whatcom Community College Exempt application form.
- Letter of application detailing relevant experience and how the applicant is prepared to meet the duties of the position.
- Current resume.
- Diversity Statement explaining your commitment.
- Unofficial transcripts for all earned degrees; official transcripts are required prior to the official start date.
- List of three (3) references.

All submitted application materials become the property of the College and cannot be returned. Required employment application forms may be downloaded from the College's website <a href="https://www.whatcom.ctc.edu">www.whatcom.ctc.edu</a>, or to receive required forms by mail, please call the Human Resources Office at (360) 383-3400, or by e-mail request at jobs@whatcom.ctc.edu.

Email (preferred) application to: jobs@whatcom.ctc.edu

Deliver, mail, or fax to:

WHATCOM COMMUNITY COLLEGE Attention: Human Resources Office 237 West Kellogg Road, Bellingham, WA 98226 (360) 383-3400 / FAX 383-3401 /VP 255-7182





Administrative/Exempt
Director for the Learning
Center





www.whatcom.ctc.edu

### **COLLEGE MISSION**

Whatcom Community College contributes to the vitality of its communities by providing quality education in academic transfer, professional-technical and life-long learning, preparing students for active citizenship in a global society. (excerpt)

# **EQUAL OPPORTUNITY/EMPLOYMENT VERIFICATION**

Whatcom Community College does not discriminate on the basis of race, color, national origin, religion, sex, disability, honorably discharged veteran or military status, sexual orientation, genetic information or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Director for Human Resources, 237 W. Kellogg Road, Bellingham, WA 98226, 360.383.3400. For Title IX compliance, contact: Vice President for Educational Services, 237 W. Kellogg Road, Bellingham, WA 98226, 360.383.3070. WCC publications are available in alternate formats upon request by contacting the Disability Support Services Office at 360.383.3080; VP 360.255.7182. Accommodations for completing the application process are available to persons with disabilities by contacting the Human Resources Office. The College employs only lawfully authorized alien workers or US citizens. Verification of employment eligibility as specified by US Immigration and Customs Enforcement (ICE), the investigative branch of the Department of Homeland Security (DHS), is required of all new employees. In accordance with RCW 10.97.050, a criminal and educational background check will only be initiated when an applicant becomes a semi-finalist. Whatcom Community College maintains a smoke-free environment. Information related to campus safety may be obtained from the WCC website at www.whatcom.ctc.edu.



# WHATCOM COMMUNITY COLLEGE, BELLINGHAM, WA

### POSITION DESCRIPTION

The Director for the Learning Center will be responsible for the following areas: math, writing, and one-on-one tutoring. This position will work closely with faculty, staff and students to provide appropriate support for and enhancement of student learning. Reporting directly to the Vice President for Instruction, this position will particularly work collaboratively with administrators, faculty, and staff to align services with the needs of Instruction and Student Services.

### RESPONSIBILITIES

May include, but are not limited to:

- Oversee and manage the daily operation of the Learning Center.
- Supervise Math and Writing Center Coordinators.
- Consult closely with the coordinators of the Math and Writing Centers on academic support needs.
- Conduct hiring, orientation, payroll data for part-time hourly staff of the Learning Center.
- Meet regularly with departments who rely on the Learning Center resources.
- Schedule all activities pertaining to the Learning Center's mission and operation.
- Develop policies, workshops, and activities to support students' academic success.
- Collaborate with Math Center and Writing Center coordinators and discipline faculty to identify qualified student tutors; hire, supervise, and provide training for student tutors.
- Develop and implement goals for the Learning Center.
- Use data to maximize effectiveness of academic support for students.
- Promote the Learning Center to the college community.
- Develop and monitor Learning Center budget in collaboration with Math and Writing Centers.
- Address complaints, problems and personnel issues pertaining to the Learning Center.
- Provide general computer assistance to students, faculty, and staff; troubleshoot minor computer problems with Learning Center computers.
- Consult with administrators and discipline faculty to meet technology and equipment needs for the Learning Center.
- Meet regularly with instructional and student services administrators to provide pertinent updates.
- Remain current in professional development activities.
- Other duties as assigned.

### Successful candidate must demonstrate:

Requires punctual and regular attendance.

## MINIMUM QUALIFICATIONS

- Master's degree in education, English, Math or a related field.
- Experience in two or more of the following:
  - Instruction
  - Supervision
  - Management
- Demonstrated commitment to diversity.

# PREFERRED QUALIFICATIONS

- Budget management experience.
- Evidence of high-level MS Office software skills.
- Experience with institutional effectiveness processes and student outcomes assessment.
- Coursework and/or other demonstrated knowledge of adult learning theories and learning styles.
- Ability to communicate in both oral and written forms to students, faculty, and staff that represent a broad spectrum of ages, abilities, ethnicity, education, and cultural backgrounds.
- Documented strong communication, collaboration, interpersonal and organizational skills.
- Ability to problem solve, prioritize multiple tasks, and create a welcoming environment.
- Experience in working with student success programs and tutor training. In a community college setting.