



Job Posting

Position	Department	Reports to	FTE	FLSA Class
Learning Center Support Specialist	Library – Learning Center	Director, Library Services	.48	Non-Exempt

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Scope of Responsibilities: The position oversees comprehensive testing services and administrative operations within the Learning Center, including administering various exams such as CLEP, and Major Field Tests while assisting with accommodations for testing students with disabilities. This role maintains detailed records, compiles statistical data on student outcomes, manages supplies, processes timecards, and implements satisfaction surveys. Additionally, the position involves collaboratively developing of Library-Learning Center policies, maintaining procedural documentation, supporting events and student assistants, and fostering a positive work environment through mentorship and teamwork.

General Responsibilities:

A. Testing Services

1. Implement and supervise the administration of the College Level Examinations Program (CLEP), including the collection of fees.
2. Coordinate with the Student Disabilities Support Services Coordinator to schedule students regarding testing accommodations.
3. Coordinates, implements and oversees the administration of Major Field Tests (MFT) in conjunction with the Department of Science and Mathematics.
4. Coordinates, implements, and oversees the administration of exams, tests, and quizzes in person and virtually, for all academic departments, for students needing to reschedule tests (e.g. illness, athletic travel), coordinating with teaching faculty, LC assistants, and testing students.
5. Coordinates, implements, and oversees the administration of other exams given for select programs requesting out-of-class testing.

B. Administrative Responsibilities:

1. Responsible for creating, maintaining, and updating files and record-keeping systems; paper and/or computerized.
2. Compiles and logically formats statistical data and reports on Academic Support student outcomes.
3. Assist with processing LC student employee timecards.
4. Coordinates, implements, and oversees the administration of student satisfaction surveys for the Learning Center.
5. Maintain records of supplies and materials for the Learning Center.
6. Serve as a member of the Library-Learning Center team and represent testing services in the collaborative development of library-learning center policies and strategic plans including setting and implementing short-term and long-term operational goals and objectives.



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7. Maintain a procedure manual for this position.
8. Coordinate and/or provide support for Library-Learning Center events (training, student employee events, campus-wide library events).
9. Attend training and enrichment programs.
10. Perform other duties as necessary to contribute to the overall running of the library-learning center.

C. Supervision:

1. Approve student assistant timecards using campus system.
2. Must have a mindset of mentoring student employees. Should be able to lead in a way that sets a good example, promotes teamwork, and encourages a positive, efficient work environment.

Qualifications:

A. Minimum:

1. Two Years of college education
2. Must be able to lift packages up to 25 pounds in weight regularly
3. Proficient in the use of MS Word, Google Suite (docs, forms, meets, sheets, etc.).
4. Demonstrate interpersonal communication skills and computer literacy.
5. Meticulous in all responsibilities.
6. Effective oral and written skills
7. Effective interpersonal, customer service, and organizational skills.
8. Embraces a constantly changing technological environment.
9. Strong commitment to the Christian faith.
10. Volunteer experience.

B. Preferred:

1. Two to three years of previous work experience with students in higher education.
2. Bachelor's degree

Status: Part Time; Non-Exempt

A completed employment application, resume, 2 employment references and a spiritual life reference must be submitted in order to be considered for employment. Applications are available in the Human Resource Office or can be downloaded at <http://www.grace.edu>, Employment. Applications are submitted by email to employment@grace.edu.

Posted: 4/17/2025