Are you ready to “Find Yourself Here”? At the top public library system in the Nation.

CCPL is currently seeking a Student Success Center Coordinator here in Northeast Ohio.

Review the summary of the job description below AND apply today: [6192694:Career Search (saashr.com)]

This is a seasonal/ temporary position

GENERAL SUMMARY
Under moderate supervision, oversees the operations of the Homework Center, including coordinating tutors, and assisting individuals or groups of students with homework activities. Prepares analyses and reports on center usage. Researches and implements new services.

This position is part-time and operates seasonally from September through May with work breaks that coincide with partner universities. Operates part-time at 10 to 14 hours per week, 2.5 hours daily that begins no earlier than 3:30 p.m., Monday through Thursday. (Hours may vary during start-up and take-down of the Homework Center.) In cooperation and consultation with the Branch Services Librarian -- Children's, the Homework Center Coordinator facilitates and assures the smooth operation of the Homework Center. The Youth Programming Manager or designee, in concert with branch supervision, oversees each Homework Center site to guarantee quality and consistency of service. This position may be extended to cover alternate programming on a case-by-case basis.

JOB REQUIREMENTS
Competencies that an incumbent should be able to demonstrate and that are reflected in the knowledge, skills and abilities that lead to satisfactory accomplishment of the Essential Job Functions, include the competency dimensions of Communications Skills, Empathy, Feedback, Listening, Coaching, Persistence/Perseverance, Problem Solving Ability, Customer Service, Perception/Judgment, Results Focus, Time Management, Attention to Detail, Dependability, Diversity Focus, and Planning & Organizing. In addition, incumbents are expected to demonstrate proficiency in the Function/Task Specific dimension of Computer Knowledge and Use.

Specific Knowledge, Skills, and Abilities required include:

- Proficiency in English grammar, spelling, punctuation, and simple mathematical functions such as addition, subtraction, multiplication, division, percentages, ratios, etc.
- Skill in assigning, prioritizing, monitoring, and reviewing work assignments.
- Skill in mentoring and training employees with varying educational backgrounds and aptitudes.
- Excellent organizational, problem solving and analytical skills.
- Skill in providing high quality customer service, including assessing and resolving customer questions and needs while adhering to customer service guidelines and procedures.
- Basic skill in the use of personal computer software or systems applicable to the essential functions of the job, which may include any or all of the following: email/calendar software, internet/intranet browsers, word processing, spreadsheets, database software, and various systems or software used by CCPL.
- Ability to provide comprehensive customer service, including delivery of accurate, prompt, and courteous assistance, both orally and in writing, to adults and children.
- Ability to use Library resources effectively and efficiently.
ESSENTIAL JOB FUNCTIONS

- Complies with Cuyahoga County Public Library's policies, rules, guidelines, procedures, requirements, standards, and practices applicable to the job, including (but not limited to) work scheduling and attendance, customer service, use of Library property, computer use, personal conduct, and confidentiality.
- Provides daily oversight of Cuyahoga County Public Library, Federal Work Study and Volunteer tutors; verifies and sends time records to each tutor's direct supervisor.
- Directs activities of the Homework Center. Determines student needs and appropriate activities. Coaches tutors as needed. Helps tutors deal with challenging students.
- Maintains student registration and usage statistics.
- Provides monthly and annual reports for library management on Center highlights, statistics, research study and concerns.
- Communicates on a regular basis with parents/guardians of youth attending the Homework Center.
- Requests supplies for Homework Center as needed.
- Is liaison between Homework Center, branch supervision and Youth Programming.
- Distributes a provision of snacks to participants

Summary Minimum Education & Experience Required

- Bachelor's Degree or equivalent (e.g. combination of some college plus work experience as teacher's aide). Teacher Certification strongly preferred.
- Minimum one-year direct experience working with children in Grades Kindergarten through 8th in an educational setting.

OTHER TESTING/LICENSES REQUIRED

- A criminal background check is required.
- A pre-employment screening for drug and nicotine usage is required.

PHYSICAL DEMANDS AND WORKING CONDITIONS

- Position is physically comfortable, individual is normally seated and has discretion about walking, standing, etc. Occasionally lifts lightweight objects. Some use of computer terminal.
- Position is seasonal as described in the General Summary.