

Employment Opportunity: *Student Coordinator*

Job Summary:

The Student Coordinator is responsible for: 1) recruiting students and managing the new student intake process; 2) ensuring that students are assessed per State requirements; and 3) providing support and encouragement to the student population so that they make annual educational gains and remain active in the program. These responsibilities are all part of the Oakland Literacy Council's mission of providing literacy services to the adults of Oakland County.

Responsibilities:

- Create and build positive and supportive relationships with new and existing students;
- Provide coaching and goal setting with students;
- Troubleshoot and problem solve issues with students and guide them to other necessary resources if needed;
- Manage and schedule new student intake, eligibility assessment, and student matching process;
- In conjunction with the tutor coordinator, help design a curriculum plan and place students with new and existing tutors to ensure successful literacy team matches, monitor those matches;
- Coordinate review testing and monitor student progress for all current students;
- Identify students that aren't making educational progress or have low numbers of hours for possible intervention or tutor support;
- Oversee new student recruitment and partner with community organizations to recruit new students;
- Advocate for students and their needs and advance efforts that will accelerate student educational gains;
- Recruit new students in the larger community;
- Maintain accurate data relative to students and communicate information to other staff members;
- Build relationships with other staff members to provide a high-quality educational environment for our students;
- Other duties as assigned related to developing and supporting the students of the Oakland Literacy Council.

Qualifications

- The ideal candidate will be friendly, helpful, flexible, supportive, and passionate about improving adult literacy. The ideal candidate will also demonstrate a high attention to detail and demonstrate problem solving skills. Other attributes include: excellent verbal and written communication skills; the ability to work effectively with diverse groups of people; the ability to build strong respectful relationships and advocate for students struggling with basic literacy skills; the ability to develop strong working relationships with co-workers and community members in-person and remotely; the ability to search and filter through data and make decisions based on that data; and the ability to organize and juggle multiple tasks, use time effectively and work independently.
- Experience in adult education, English language instruction, and/or community-based nonprofits helpful.
- Experience in human service case management, coaching, immigration services, and/or education desired.
- Trained and experienced adult literacy tutor, ideally as part of the Oakland Literacy Council helpful.
- Spanish or other language fluency helpful.
- Experience using Microsoft Office suite of products, Zoom, and other remote working technology required.

Hours

FT, 40 hours per week, flexible hours. Year-round. Ability to sometimes work remotely depending on job needs.

Compensation

\$42,000 - \$45,000 per annum, health benefits. PTO.

To apply for the position please submit a resume and cover letter to Lisa Machesky, Executive Director at lisa.m@oaklandliteracy.com by August 31, 2021.



The Oakland Literacy Council provides basic literacy and English language instruction to adults in order to facilitate lifelong learning, employment skills and personal well-being. Volunteers have been providing free one-on-one tutoring for adults with literacy needs since 1984.