Communication Center Coordinator - Learning Centers

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Type: Full-Time
Posted: 22 days ago
Category: Other Communications Faculty
Military

JAMES MADISON UNIVERSITY

Communication Center Coordinator - Learning Centers

Working Title:Communication Center Coordinator - Learning Centers

State Role Title: N/A

Position Type: Administrative & Professional (Non-teaching Faculty)

Position Status: Full-Time

FLSA Status: Exempt: Not Eligible for Overtime

College/Division: Student Academic Success

Department: 100546 - Learning Centers

Pay Rate: Commensurate with Experience

Specify Range or Amount:

Is this a JMU only position? No

Is this a grant-funded position? No

Is this a Conflict of Interest designated position? No

Beginning Review Date: 01/12/2026

About JMU:

Mission
We are a community committed to preparing students to be educated and enlightened citizens who lead productive and meaningful lives.

Vision
To be the national model for the engaged university: engaged with ideas and the world.

Who We Are
Situated in the heart of Virginia's beautiful Shenandoah Valley, the city of Harrisonburg is a vibrant community with a population of approximately 52,000. Harrisonburg is conveniently located approximately 120 miles from Washington, D.C. and Richmond, VA.

JMU is a selective, public institution with a growing national reputation for offering experiences that lead to an outstanding education and supportive environment for students, faculty and staff. The student body includes approximately 21,000 undergraduate and 1,800 graduate students, with over 1,000 full-time instructional faculty.

JMU offers thriving programs in the liberal arts, science and technology, and professional disciplines at the undergraduate, master's and doctoral levels. JMU has achieved national recognition for the high quality of its academic programs, focus on maintaining strong student/faculty interaction, and innovative faculty research.

General Information:

JMU invites applicants for the position of Communication Center Coordinator, which provides primary leadership for the Learning Center's (LC) Communication Center. The position is a full-time, Administrative & Professional (A&P), 10-month position. Responsibilities include teaching, supervising student employees, developing and delivering training, monitoring budgets and payroll, overseeing outreach efforts, and conducting research, assessment, and strategic planning. The Communication Center Coordinator will report to the LC's Associate Director and contribute to LC-wide goals, including serving on a team with other LC faculty and staff and maintaining affiliate status in an academic department (e.g., School of Communication Studies).

The Learning Centers offers tutoring, coaching, study sessions, consultations, and workshops through its six programs that support students' academic success: the Communication Center, English Language Consultations, Peer Academic Coaching, Peer Assisted Study Sessions, Science & Math Learning Center, and University Writing Center, all housed in a 14,000 square foot, state-of-the-art facility in the center of JMU's campus. The department's 14 faculty members teach in 10 different disciplines, provide instruction in the Centers, engage in relevant scholarship and professional development, administer programs, and train and mentor more than 130 peer educators. The department is supported by a team of two administrative staff members, a Senior Associate Director, and an Executive Director, providing exceptional support for each of the programs and faculty members. The unit reports to the Associate Vice Provost for Student Academic Success. For more information about the Learning Centers, see http://www.jmu.edu/learning.

Duties and Responsibilities:

* Oversee recruiting, interviewing, hiring, training, supervising, and evaluating peer educators, including graduate assistants.
* Teach two courses per year in an affiliate academic department and provide Communication Center consultations.
* Maintain, evaluate, and improve existing programs, and conduct strategic planning informed by assessment.
* Recruit and retain students from a variety of populations to better serve all students' success.
* Collaborate with the administrative team to determine budgetary priorities.
* Oversee payroll processes, scheduling, and other administrative tasks.
* Engage in outreach efforts and partnerships with other units on campus.
* Conduct appropriate scholarly and professional development activities.

Qualifications:

* Master's degree in communication, rhetoric, education, or a closely related field.
* Expertise in communication studies.
* Interest or experience in learning centers.

* Demonstrated commitment to cultivating a welcoming learning environment.
* Teaching and/or tutoring experience.
* Strong understanding of communication center scholarship and praxis.
* Demonstrated success in collaboration.

The preferred skills/qualifications for this position are:
* Terminal degree in communication, rhetoric, education, or a closely related field.
* Strong understanding and practical application of diverse learning experiences.
* Experience working within a learning center, communication center, or other academic support program.
* Strong assessment and/or program evaluation experience.
* Expertise in learning science.
* Expertise in artificial intelligence, assistive technologies, or other technologies used for accessibility or universal design.
* Tutor training experience, including the ability to design and deliver a curriculum and assess learning.
* Expertise in the Scholarship of Teaching and Learning.

Additional Posting Information:

Candidates should complete the online application and provide:

- A current CV or resume (uploaded under "CV")
- A cover letter

JMU's Dual Career and Community Resources Program is available for candidates that will be relocating to the area. For more information, please visit https://bit.ly/2OTF1NG.

Conditions of Employment:

Employment is contingent upon the successful completion of a criminal background check.

E-Verify Notice: After accepting employment, new hires are required to complete an I-9 form and present documentation of their identity and eligibility to work in the United States. James Madison University uses the E-Verify system to confirm identity and work authorization.

EEO Statement:

James Madison University is committed to creating and supporting a diverse and inclusive work and educational community that is free of all forms of discrimination. This institution does not tolerate discrimination or harassment on the basis of age, color, disability, gender identity or expression, genetic information, national origin, parental status, political affiliation, race, religion, sex, sexual orientation or veteran status.

We promote access, inclusion and diversity for all students, faculty, staff, constituents and programs, believing that these qualities are foundational components of an outstanding education in keeping with our mission. The university is interested in candidates whose experience and qualifications support an ongoing commitment to this core quality.

Anyone having questions concerning discrimination should contact the Office for Equal Opportunity: (540) 568-6991.

Reasonable Accommodation:

If you are an individual with a disability and need assistance searching or applying for jobs please contact us at (540) 568-3597 or jobs@jmu.edu. You may also visit the JMU Human Resource Office, located at 752 Ott Street, Harrisonburg, VA 22807 and we will be happy to assist you.

To apply, please visit: https://jobs.jmu.edu/jobs/communication-center-coordinator-learning-centers-harrisonburg-virginia-united-states

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