

TUTOR COORDINATOR, STUDENT SUPPORT SERVICES

GENERAL STATEMENT:

Plans and coordinates peer tutoring program, including selecting and evaluating tutors.

REPORTS TO:

Director of Student Support Services

OCCUPATIONAL GROUP:

Paraprofessional

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Bachelor's degree in Education, Counseling, Psychology, or a closely related field.

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

Experience in administering tutorials, academic advisement and scheduling preferred. Experience in relation to TRIO or similar program for students from disadvantaged backgrounds preferred.

OTHER:

Computer skills required.

DUTIES AND RESPONSIBILITIES:

- Develop, administer, monitor, and evaluate small group instructional programs.
- Coordinate instructional and tutorial services for project participants.
- Evaluate tutoring needs for project participants.
- Develop an in-service training program for tutors.
- Provide written and verbal material for use in administering instructional and tutorial services.
- Provide liaison communications with department chairpersons and teaching faculty of the host institution.
- Responsible for typing, filing, copying, and collating materials as necessary for project functions.
- Maintain documented tutoring files with attendance and progress reports, employment time sheets, and evaluations and monthly evaluation reports.
- Evaluate and document all tutorial assistance provided to physically disabled participants.
- Other duties as assigned by appropriate supervisory personnel.

PHYSICAL REQUIREMENTS:

- Within the general range of an office environment.

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The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

Approved: 02/08/95

Revised: 10/07/99

JD259