

TUTOR COORDINATOR, PALESTINE CAMPUS

GENERAL STATEMENT:

Serves as tutor coordinator at the Palestine Campus; Provides organization and supervision of student tutoring services.

REPORTS TO:

Provost, Palestine Campus

OCCUPATIONAL GROUP:

Paraprofessional

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Associate degree; Bachelor's degree preferred.

**LICENSE OR
CERTIFICATION:**

None

EXPERIENCE:

Two (2) years experience working with the public; Experience in an educational setting preferred.

OTHER:

Good people skills and communication skills. Good working knowledge of Microsoft Office.

DUTIES AND RESPONSIBILITIES:

- Communicate with faculty to determine qualified applicants for tutoring employment.
- Schedule tutoring sessions.
- Maintain and update tutoring materials and supplies.
- Maintain tutor time sheets, reports, and tutee progress reports.
- Compile statistical data for end-of-semester report.
- Other duties as assigned by appropriate supervisory personnel.

PHYSICAL REQUIREMENTS:

- Within the general range of an office environment.

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

All TVCC positions are security sensitive and require a criminal background check.

Approved: 08/27/96
JD260

Revised: 07/07/09