



# Trinity Valley Community College

## Job Description

### Campus Tutor Coordinator

---

#### **COMMITMENT TO MISSION**

This job carries with it the obligation to uphold the Mission of Trinity Valley Community College (TVCC) in carrying out the duties of the position. A commitment to positive interpersonal behaviors, professional communication, diversity, integrity, leadership, stewardship, respect and accountability to TVCC students and employees is essential.

#### **PRIMARY PURPOSE:**

Provide organization and supervision of student tutoring services on respective campus.

#### **REPORTS TO:**

Provost, Terrell Campus

#### **SUPERVISES:**

None

#### **EDUCATION AND EXPERIENCE QUALIFICATIONS:**

##### **EDUCATION REQUIRED:**

Bachelor's Degree

##### **EXPERIENCE REQUIRED:**

Two (2) years' experience

##### **PREFERRED:**

Three (3) years' experience in an educational setting with tutors

#### **OTHER LICENSES OR CERTIFICATIONS:**

None

#### **KNOWLEDGE AND SKILLS REQUIRED:**

- |  |                                      |
|--|--------------------------------------|
| • Typing/Data Entry                                | • Leadership/Management              |
| • Computer software proficiency – Microsoft Office | • Attention to detail                |
| • Written and oral communication                   | • Time management                    |
| • Interpersonal and/or customer service skills     | • Organization                       |
| • Public Speaking/Presenting                       | • Operational systems and procedures |
|  | • Budget and accounting principals   |

**The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required. Job Descriptions may be subject to change.**

#### **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.
- Interview, hire, and train tutorial program employees.
- Process all face to face and online tutoring requests.
- Create and update tutoring schedule.
- Approve tutor time sheets.

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



**Trinity Valley Community College**  
**Job Description**  
**Campus Tutor Coordinator**

- Maintain and update a running log of tutorial sessions conducted.
- Work assigned schedule and comply with timekeeping policy
- Maintain confidentiality of information.
- Other duties as assigned by appropriate supervisory personnel.

**WORKING CONDITIONS:**

**TOOLS/EQUIPMENT USED:**

- Standard office equipment
- Personal computer and peripherals
- Calculator
- Multi-line phone system
- Copier
- Fax machine
- Automatic life equipment
- Cellular phone
- Instructional equipment

**PHYSICAL DEMANDS:**

- Required: finger dexterity, talking, hearing, seeing, computer work, and sedentary work.
- Occasionally: climbing, reaching, pulling, grasping, and light work.

**MENTAL DEMANDS:**

- Emotional control under stress 25-50% of the time
- Frequent interruptions more than 25-50% of the time

**OTHER DEMANDS:**

- Environmental less than 25% of the time

*The above job description has been reviewed with the employee and it was 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: 7/18/01*

*Revised:*

<b>Classification:</b>	Staff	<b>Coordinating/Non-Coordinating:</b>	NC
<b>FLSA Status:</b>	Non-Exempt	<b>TVCC Job Code:</b>	1258
<b>DBM:</b>	B	<b>Travel Required:</b>	25-50%
<b>IPDEDS/SOC CODE:</b>	25-9031	<b>Employment Status:</b>	Full-Time
<b>Salary Grade:</b>	170	<b>Length:</b>	12 Months
<b>FUND:</b>	001	<b>TRS POS. CODE</b>	TRS 01

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