Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform a variety of functions supporting the operations of the Tutoring Center; to provide guidance and assistance to students in need of tutorial services; and to provide assistance in the operations and services of the Supplemental Instruction Program.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Coordinator, Tutoring Services.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Provide guidance and assistance to students requiring tutorial services; screen and assess student needs and determine appropriate action to be taken.

2. Assess progress of students in the tutorial program; administer tests and consult with instructors.

3. Serve as liaison between tutoring, instruction and administrative staff for periodic reviews of tutoring programs.

4. Coordinate and schedule tutoring activities at education centers; maintain communication with tutoring staff for continual development of tutoring services.

5. Schedule the work of secretarial, short-term and student staff and oversee the completion of tasks.

6. Develop and monitor recruiting and registration procedures for tutors; participate in selecting and training tutors.

7. Participate in the development of procedures to monitor compliance of tutoring activities with funding program regulations; monitor tutoring program expenditures and develop schedules to provide accountability and measurements.

8. Oversee and verify the accuracy of monthly payroll; prepare completed payroll forms for signature.
9. Provide assistance in the development and implementation of the Supplemental Instruction Program.

10. Coordinate a variety of programs, training workshops and retreats for tutors, faculty, staff and volunteers.

11. Monitor the recording and collection of data related to the delivery of tutoring services; prepare a variety of detailed reports on tutorial services and monitoring of funding for compliance with applicable funding regulations.

12. Coordinate and supervise Tutoring Center activities in the absence of higher level staff.

Marginal Functions:

1. Participate in various related campus activities including meetings and general promotion of tutorial services.

2. Research, develop and implement use of survey instruments for analyses of program services.

3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations and services of a tutorial services program.
Methods and techniques used to assess student tutoring needs.
Instructional and tutorial techniques.
Modern office procedures, methods and equipment including computers.
Applicable computer software applications.
Principles of business letter writing and basic report preparation.
English usage, spelling, grammar and punctuation.
Basic accounting principles.
Pertinent Federal, State and local codes, laws and regulations.

Ability to:

Perform a variety of functions supporting the operations of the Tutoring Center.
Screen and assess student needs and determine appropriate action to be taken.
Provide assistance in the development of the Supplemental Instruction Program.
Coordinate tutoring services at education centers.
Assign and coordinate the work of secretarial, short-term and student staff.
Accurately perform data entry.
Prepare a variety of clear and concise reports.
Operate office equipment including computers and supporting word processing and spreadsheet applications.
Respond to requests and inquiries from students.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of increasingly responsible tutoring experience.

Training:

Equivalent to the completion of the twelfth grade supplemented by college level course work in education or a related field.

WORKING CONDITIONS

Environmental Conditions:

Office environment; extensive contact with students.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time.