**Tutoring and Writing Center Coordinator**

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<tr>
<th>Department: Tutoring and Writing Center</th>
<th>Approved Date: 12/16/15</th>
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<tbody>
<tr>
<td>Reports To: Tutoring and Writing Center Director</td>
<td>Team: Academic Affairs</td>
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<tr>
<td>FLSA Status: Exempt ☒ Non-Exempt ☐</td>
<td>Part-time ☐ Full-time ☒</td>
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<td>Compensation: B12 $50,367 to $51,000</td>
<td>Employee Group: Administrator</td>
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<td>Contract or Grant Funded: Yes ☐ No ☒</td>
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**Position Summary:**
The Tutoring and Writing Center Coordinator assists the director with the coordination and management of the Tutoring and Writing Center within the Learning Commons. This position is part of an academic support team working together to enhance students’ academic success, persistence, and completion.

**Essential Duties and Responsibilities:**
The following are functions essential to performing this job:

1. Assist the director with hiring, training, scheduling, and supervising tutoring staff.
2. Coordinate the daily operations of tutoring services offered, providing supervision on evenings and weekends as deemed appropriate.
3. Provide tutoring to students individually or in small groups in the appropriate discipline area(s) of expertise.
4. Assist students with learning, study skills, and information technology questions.
5. Assist the director with managing the Academic and Career Engagement (ACE) curriculum and courses.
6. Assist the director with tutoring services data collection and analysis, budget management, and strategic planning.
7. Support the director in assuring continuity and quality of tutoring programming, services and staffing offered within and outside the Learning Commons.
8. Collaborate with the director, faculty, and academic and student support services staff to develop workshops, events, resources and professional development that enhance students’ academic success, persistence, and completion.
9. Design and promote Tutoring and Writing Center and Learning Commons resources and services to students, faculty, and staff through various print, digital, and social media.
10. Collaborate with IT, Learning Commons staff, and faculty to develop, maintain, and update the technologies and digital resources that support the learning process and encourage innovation.
11. Assist the Tutoring & Writing Center Director with projects and duties supporting the mission and goals of the College, Academic Affairs, and the Center for Teaching and Learning.

**Required Minimum Qualifications:**

1. Bachelor’s degree
2. Three years of work experience in an education setting

**Desired Qualifications:**

1. Master’s degree
2. Two years of program management experience
3. Experience tutoring students in an academic setting
4. Secondary education or college-level teaching experience
5. Knowledge of best practices in college-level tutoring, teaching, and related cognitive theory
6. Experience hiring and training staff
7. Experience using and teaching others how to use workplace, educational and related information technologies
8. Experience working in fast-paced environment while prioritizing multiple tasks
9. Experience collaborating effectively with a variety of campus constituency groups serving students
10. Demonstrated ability to use varying styles, approaches, skills and techniques that reflect an understanding and acceptance of differences in students’ learning needs, experiences, and cultural backgrounds

*Note: The College reserves the right to change or reassign job duties, or combine positions at any time.*