TUTORIAL SERVICES COORDINATOR
JOB #CCC726
$3,774 - $4,580 per Month
The District pays employee's portion of PERS retirement contribution.
This is a classified position subject to a one-year probationary period.

DATE POSTED: June 11, 2014  
CLOSING DATE: July 7, 2014
POSITION LOCATION: Cypress College – Learning Resource Center
SCHEDULED SHIFT: 8:00 a.m. – 5:00 p.m.; Monday through Friday
(STYLE and shift are subject to change in accordance with department needs.)
STARTING DATE: As soon as possible

TYPICAL DUTIES
This position is responsible for the planning, coordinating and organizing of a variety of tutorial services and activities to assist students and facilitate their educational goals; recruit, train and schedule tutors. Coordinate and organize the day-to-day activities of the Tutorial Center to ensure efficiency of operations; recommend and assist in the implementation of the goals and objectives of the tutorial program; establish schedules and methods for tutorial services; implement policies and procedures. Provide information to students interested in receiving tutorial services; schedule all tutorial appointments; maintain files, records and related reports. Recruit, train and direct tutors in accordance with established procedures; determine the appropriate assignments for students and tutors; schedule working hours and appoint tutoring program personnel; work with tutors to correct deficiencies. Conduct meetings with tutoring program staff for program evaluation and improvement. Prepare written materials for distribution to promote tutorial services; conduct oral presentations; prepare and organize materials used for conducting training sessions for tutors, which includes role playing scenarios and employee orientation on requirements and guidelines. Organize, schedule and participate in the school visitation programs and other outreach activities as directed. Compile and maintain a variety of records, logs, files and statistical reports related to the activities of the tutoring program; prepare and maintain a variety of records related to the students and program activities. Prepare employee hiring documents; audit, record, calculate and process employee time cards; monitor, maintain and reconcile budgets and expenditures; project annual payroll expenditures and budget requirements; initiate supply purchases and maintain adequate supplies. Attend meetings and conferences as required. Train and provide work direction and guidance to others as directed. Learn and apply emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner. Perform related duties as assigned.

QUALIFICATIONS
Education and Experience: Two (2) years of college-level course work in human services or related field. Extensive experience as a tutor or coordinator of academic services.

Ability to: Plan, coordinate, organize and schedule tutorial activities; read, interpret, apply and explain rules, regulations, policies and procedures; analyze situations accurately and adopt an effective course of action; plan, organize and prioritize work; meet schedules and time lines; communicate effectively orally and in writing; understand and follow oral and written directions; establish and maintain effective working relationships with others.

Knowledge of: District organization, policies and procedures; District entrance and academic requirements; interviewing techniques; record keeping techniques.
WORKING RELATIONSHIPS
The Tutorial Services Coordinator maintains frequent contact with various departments, faculty, staff, students and academic tutors.

WORKING CONDITIONS
College or District office environment; subject to sitting for long periods at a time (up to 2-3 hours); repetitive use of upper extremities including hand coordination activities.

APPLICATION PROCEDURE

1) DISTRICT CLASSIFIED APPLICATION REQUIRED
   Applicants must answer all questions in the “General Information” section of the application on page 3 and must sign the application on page 4. Failure to complete these sections will result in exclusion from the applicant pool. All mandatory supplemental forms must be completed and returned with the application. Failure to complete these sections will result in exclusion from the applicant pool.

2) Official/unofficial transcripts
   Must be submitted with application. Applications submitted without official/unofficial transcripts attached will be deemed incomplete and will not be considered.
   Note: The incumbent will be required to submit official college transcripts at the time of hire.

Applications may be downloaded at www.nocccd.edu, or requested from the Human Resources office by e-mailing hr@nocccd.edu or calling (714) 808-4810. Reference Job #CCC726, Tutorial Services Coordinator, in all correspondence. You may include cover letters, resumes, and letters of reference, etc., as attachments to your completed application. The District will not return or make photocopies of application materials. It is the applicant's responsibility to make photocopies for personal records and ensure that the application packet is complete when submitted. Applicants must submit a new application packet for each position. Application packets previously submitted will not be pulled for resubmission.

THE DISTRICT DOES NOT ACCEPT APPLICATIONS OR ATTACHMENTS BY E-MAIL OR FAX.

Mail or deliver your application packet in person to:
North Orange County Community College District
Human Resources, 9th Floor
1830 West Romneya Drive
Anaheim, CA 92801-1819

APPLICATION DEADLINE
Completed applications must be received in the Human Resources office on or before July 7, 2014, 5:00 p.m. (Postmarks will not be honored.) Application materials received after the deadline date will not be considered. The Hiring Committee will review the applications and select a limited number of candidates for an interview. This process may take several weeks after the closing deadline. At the time of the interview, a written exercise related to the position may be required. Subsequent to the interviews, the Hiring Committee will determine those candidates for final consideration. A second interview may be required of candidates selected as finalists.

Possession of the minimum qualifications does not ensure an interview. Reasonable accommodations for applicants with disabilities may be requested by calling (714) 808-4821 at least three (3) business days in advance of the scheduled examination/interview date. Initial salary placement will be determined by the Office of Human Resources in accordance with Board Policy and is not negotiable. All employees driving personal, leased, or district-owned vehicles for District related activities must certify possession of a valid California Driver's License. Employees must certify that personal vehicles are covered by automobile insurance as required by California law. (Board Policy 6010, Section 4.0) In some locations, may require special licenses or certifications. The applicant selected for the position will be required to provide identification and employment eligibility as outlined in the Immigration Reform and Control Act. NOCCCD will not sponsor any visa applications.

THE NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER.