

# **NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION**

Job Title:	Tutorial Services Coordinator	Range:	40
Date Revised:		Date Approved:	April 8, 2003

## **PRIMARY PURPOSE**

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.

## **ESSENTIAL FUNCTIONS**

*Examples of essential functions are interpreted as being descriptive and not restrictive in nature.*

1. Coordinates and organizes the day-to-day activities of the Tutorial Center to ensure efficiency of operations; recommends and assists in the implementation of the goals and objectives of the tutorial program; establish schedules and methods for tutorial services; implement policies and procedures.
2. Provides information to students interested in receiving tutorial services; schedule all tutorial appointments; maintain files, records and related reports.
3. Recruits, trains, and directs tutors in accordance with established procedures; determines the appropriate assignments for students and tutors; schedules working hours and appoints tutoring program personnel; work with tutors to correct deficiencies.
4. Conducts meetings with tutoring program staff for program evaluation and improvement.
5. Prepares written materials for distribution to promote tutorial services; conducts oral presentations; prepares and organizes materials used for conducting training sessions for tutors, which includes role playing scenarios and employee orientation on requirements and guidelines.
6. Organizes, schedules and participates in the school visitation programs and other outreach activities as directed.
7. Compiles and maintains a variety of records, logs, files and statistical reports related to the activities of the tutoring program; prepares and maintains a variety of records related to students and program activities.
8. Prepares employee hiring documents; audits, records, calculates and processes employee time cards; monitors, maintains and reconciles budgets and expenditures; projects annual payroll expenditures and budget requirements; initiates supply purchases and maintains adequate supplies.
9. Attends meetings and conferences as required.
10. Trains and provides work direction and guidance to others as directed.
11. Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
12. Participate in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; active assistance in the creation of a welcoming and inclusive work and educational environment; attend and participate in diversity, equity and inclusion trainings and events.

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| 13. | Performs related duties as assigned. |
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## **OTHER FUNCTIONS**

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### **WORKING RELATIONSHIPS**

The Tutorial Services Coordinator maintains frequent contact with various departments, faculty, staff, students and academic tutors.

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### **EDUCATION AND EXPERIENCE**

#### Minimum Qualifications

Two (2) years of college-level course work in human services or related field.

Extensive experience as a tutor or coordinator of academic services.

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

#### Desirable Qualifications

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of District organization, policies, procedures

Knowledge of District entrance and academic requirements

Knowledge of interviewing techniques

Knowledge of record keeping techniques

Ability to plan, coordinate, organize and schedule tutorial activities

Ability to read, interpret, apply and explain rules, regulations, policies and procedures

Ability to analyze situations accurately and adopt an effective course of action

Ability to plan, organize and prioritize work

Ability to meet schedules and time lines

Ability to communicate effectively orally and in writing

Ability to understand and follow oral and written directions

Ability to establish and maintain effective working relationships with others

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### **SPECIAL REQUIREMENTS**

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### **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.

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