Auburn University Job Description

Job Title: **Coord, Tutoring Services**

Job Code: **AD45**

FLSA status: Exempt

Job Family: No Family

Grade 31: $31,300 - $52,100

Job Summary

Responsible for providing and coordinating tutoring services for students within a college or school. Oversees the daily operations and academic support activities of peer-tutoring programs.

Essential Functions

1. Oversees the daily operations and academic support activities for a college or school to include recruiting, hiring, training, and evaluating tutors.

2. Develops tutor work schedules to ensure the tutoring services are properly staffed with appropriate academic subject experts.

3. Recommends and implements programmatic policies and procedures for tutoring services. Assesses effectiveness of programs and services.

4. Gathers, analyzes, and reports data for assessment and uses the results to make continuous improvements to tutoring services.

5. Communicates with tutors, academic counselors, students, faculty, and other stakeholders concerning programs and services.

6. Collaborates across campus with other tutorial programs to share best practices.

7. May perform other job-related duties as assigned.

Supervisory Responsibility

May supervise employees but supervision is not the main focus of the job.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	Minimum	Focus of Education/Experience
Education	Four-year college degree	Degree in Education, Engineering, Mathematics, Business Administration, Psychology, or related field.
Experience (yrs.)	0	Experience in program oversight related to academic support services

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of college student retention issues and successful strategies for academic support programming.

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires standing, walking, sitting, reaching, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 1/15/2020