AUBURN
Human Resources

Coord, Tutoring Services

Job Description

JOB INFORMATION

Job Code	AD45
Job Description Title	Coord, Tutoring Services
Pay Grade	AA05
Range Minimum	$36,300
33rd %	$41,140
Range Midpoint	$43,560
67th %	$45,980
Range Maximum	$50,820
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	11/10/2022

JOB FAMILY AND FUNCTION

Job Family:	Academic Services & Administration
Job Function:	Academic Programs

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.

RESPONSIBILITIES

- Oversees the daily operations and academic support activities for a college or school to include recruiting, hiring, training, and evaluating tutors.
- Develops tutor work schedules to ensure the tutoring services are properly staffed with appropriate academic subject experts.
- Recommends and implements programmatic policies and procedures for tutoring services. Assesses effectiveness of programs and services.
- Gathers, analyzes, and reports data for assessment and uses the results to make continuous improvements to tutoring services.
- Communicates with tutors, academic counselors, students, faculty, and other stakeholders concerning programs and services.
- Collaborates across campus with other tutorial programs to share best practices.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

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

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Degree in Education, Engineering, Mathematics, Business Administration, Psychology, or related field.	and	0 years of	Experience in program oversight related to academic support services	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing					X	
Walking					X	
Sitting					X	
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching			X			
Reaching				X		
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

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