



Position Title: Part-Time Tutor Coordinator

Job Code: 8104

Reports To: Secretary I

Grade: HI

FLSA: Exempt

Job Description:

Supervises tutors for the Title III project at the InterAmerican campus.

Duties & Responsibilities:

- Monitors metrics for the grant purposes
- Provides organizational support and establishes strong communication with on-site tutors
- Provides leadership development and training resources for tutors
- Identifies training needs for tutors
- Tracks tutor and student attendance
- Trains and mentors tutors
- Provides student progress reports
- Perform other duties as assigned

Essential Personnel:

Non-essential

Minimum Requirements:

- Bachelor's degree from an accredited institution and three (3) years of related experience
- Possesses excellent communication skills (verbal and written)
- Possesses good interpersonal skills
- Possesses excellent organizational decision-making skills
- Proficiency in Microsoft applications
- Ability to work independently with limited supervision
- Ability to work in a multi-ethnic, multi-cultural environment

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name