



**Position Title:** Part-Time Tutor Coordinator

**Job Code:** 8104

**Reports To:** Activities Director

**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