



## JOB DESCRIPTION

<b>JOB TITLE:</b> Career Placement & Tutoring Center Coordinator	<b>FLSA:</b> Non-Exempt
<b>Department:</b> Advising and Counseling	<b>Date Reviewed:</b> 04/12/2021
<b>Security Sensitive:</b> Yes	<b>Grade:</b> <b>C42</b>
<b>Reports To:</b> Director of Advising and Counseling	

### Job Summary

Under the direction of the Director of Advising and Counseling the Coordinator will be responsible for overseeing the daily operations and functions of an interdisciplinary Student Success Center (SSC). Duties include the development and coordination of a student support lab including tutoring services, career services and job placement. Coordinator will be responsible for the development, implementation, and coordination of all programs including the selection, hiring, training, and supervision of staff for center operations. Coordinator will be responsible for compiling service data, writing reports, and working closely with staff and faculty, will also manage the Center's budget and oversee purchases of supplies, equipment, and contracted services. The Tutoring Coordinator will support both staff and faculty by offering training workshops, consulting services, and lectures.

### Essential Functions

- Oversee daily operations of the Center and the workflow of tutors with their clients.
- Develop and implement career services for all students including career readiness assessment and career interests.
- Maintain an online job board with openings for students for placement both while enrolled at the College and upon graduation.
- Develop and deliver basic computer skills navigation workshops for students who lack basic computer skills.
- Intake and tracking of clients and tutoring needs.
- Coordinate and match the needs of each client with the specialization of specific tutors to ensure a good client/tutor match.
- Develop and monitor quality assessment of tutoring services.
- Supervise all tutors and their work with each client.
- Assist tutors in development of tutoring plans, monitoring and supervision of tutoring plans
- Maintain records of client needs, client progress, and quality assessment of services provided.
- Maintains confidentiality of information exposed to in the course of business regarding students, supervisors or other employees;
- Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur;
- Requires the kind of teamwork, supervision, and personal interaction, that cannot be had in a home office situation; therefore, regular and predictable on-site attendance is a job requirement;
- Assist the counseling and Advising office with advising sessions during peak times;
- Others duties as assigned.

**Minimum Education, Skills and Ability**

- Bachelors Degree; Master’s degree preferred;
- Five years experience in tutoring and/or teaching setting, preferably at the college level;
- Management experience;
- Experience with and extensive knowledge of tutorial, supplemental instruction, career readiness, job placement and other academic support programs in a college setting;
- Experience with student skills lab development or operation preferred;
- Strong verbal and written interpersonal skills;
- Ability to work with persons from low-income and educationally disadvantaged backgrounds, and students with disabilities;
- Ability to work harmoniously and cooperatively with colleagues, faculty and staff;
- Experience working in a community college;
- Strong organizational skills and ability to work with minimal supervision.

**Work Environment**

- Work is conducted primarily in a climate controlled environment with minimal safety/health hazard potential.

**Special Requirements**

- Ability to work a flexible schedule including some evenings;
- Subject to a criminal background check prior to employment.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied?\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date