

TUTORIAL PROGRAM ASSISTANT

DEFINITION

To provide a wide range of technical and paraprofessional assistance to students, faculty and tutors in the delivery of tutorial services to the community college student body.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an educational manager.

Receives technical or functional supervision from the college Tutoring Coordinator.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

Identify, prepare, and distribute information relating to tutoring services, such as flyers and brochures.

Provide clearinghouse of information for coordination of tutoring services among the instructional areas.

Compose correspondence, compile statistics, and prepare reports as necessary.

Perform general clerical tasks, such as typing, filing, and answering phones.

Order supplies and maintain inventory.

Assist in developing, administering, and monitoring the tutoring budget.

Maintain payroll for tutors.

Schedule and follow up on appointments arranged for students with tutors.

Participate in special activities, presentations, and workshops.

MINIMUM QUALIFICATIONS

Knowledge of:

General policies, procedures, and regulations pertaining to a tutoring program.

Human relations and behavior.

Philosophy and objectives of a tutoring program.

Modern office methods, procedures, and equipment, including word processing.

Communication skills, both oral and written.

(Over)

Skill to:

Understand and carry out both oral and written instructions in an independent manner.

Perform a variety of planning, scheduling and filing duties relating to the tutoring program.

Type at a speed of not less than 45 words per minute from clear copy.

Maintain and update tutor and tutee files and records.

Track academic performance of students recommended for tutoring.

Prepare statistical reports.

Assist in identifying tutor concerns and problems, and suggest available alternatives for problem resolution.

Establish and maintain effective work relationships with faculty, administrators, paraprofessionals and students in conjunction with the tutoring program.

Select, train, supervise, and evaluate student assistants.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

Experience:

One year of experience in the general area of tutoring or instructional assistance, preferably in a community college system.

Training:

Reading and writing instruction equivalent to college composition.