TUTORIAL SERVICES ASSISTANT

DEFINITION

Under general supervision, coordinates the tutorial program and performs related work as required.

TYPICAL DUTIES

Coordinates and directs the tutorial instructional assistants in the operation of the tutorial program centers of the college; assists in the recruitment, selection and evaluation of tutors; coordinates the tutorial program with the instructional and counseling services of the college; consults with administration, instructors and counselors as to the needs of students in the areas of tutoring and basic skills; conducts follow-up studies of specific tutorial programs and overall tutorial services; makes recommendations for changes in procedure and policy; prepares tutorial program reports; serves as recorder of the tutorial services committee; proposes and monitors the tutorial services budget; develops techniques and strategies to publicize the availability of tutorial services to staff and students; and performs other related duties as assigned.

QUALIFICATIONS

EXPERIENCE
Two years of tutoring experience in an individualized instructional program.

EDUCATION
Bachelor's degree from an accredited college or university. Qualifying experience, in addition to that listed above, may be substituted for two years of college education on a year-for-year basis.

KNOWLEDGE OF
Knowledge of the objectives of tutorial programs in community colleges. Knowledge of elements of correct English usage, spelling, vocabulary, and arithmetic; tutoring techniques and procedures; and leadership methods. Knowledge of numbers, their operations, and interrelationships including arithmetic, algebra, geometry, and their applications.

SKILL IN
Skill in adjusting actions in relation to others' actions; assessing how well one is doing when learning something; communicating effectively orally and in writing as indicated by the needs of the audience; training others in how to do something; using multiple approaches when tutoring/training; and understanding written sentences and paragraphs in work related documents.

ABILITY TO (ESSENTIAL FUNCTIONS)
The ability to perform the basic functions of the position; sustain regular work attendance; work cooperatively and effectively with the public, students, faculty and staff; exercise initiative and mature judgment; work as a member of a team; and meet schedules and time lines. The ability to communicate effectively in oral or written form; coordinate the tutorial program; and relate to the diverse needs of students who seek tutorial services.
TYPICAL EQUIPMENT USED (May include, but not limited to)
Modern office equipment, typewriter, fax machine, copier, MAC and PC computers, Scantron, and shredder.