



## GADSDEN STATE COMMUNITY COLLEGE JOB DESCRIPTION

All Campuses

Created on: 3/17/2025  
Revised on: 3/17/2025

Job Title	Salary Schedule	Grade	Job No.
Cardinal Tutoring Center Director/ Sociology Instructor	D		ID9624
Reports To	FLSA Status	Grant Funded	Tenure Track
Dean of Academic Programs and Services	Exempt	No	Yes

**JOB SUMMARY:** Cardinal Tutoring Center Director/ Sociology Instructor oversees the Cardinal Tutoring Center and its staff in addition to teaching Sociology courses. This role reports directly to the Dean of Academic Programs and Services.

**QUALIFICATIONS:**

- ◆ Master's degree with a minimum of 18 hours of graduate semester hours in Sociology from an approved U.S. Department of Education accredited institution **required**
- ◆ Competency in the use of current educational technologies *preferred*
- ◆ Experience with online courses *preferred*

**DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- ◆ Successful problem-solving skills
- ◆ Ability to work independently
- ◆ Ability to deal effectively with students, other employees, and the public
- ◆ Excellent oral, written, and interpersonal skills
- ◆ Commitment to the community college mission

**DUTIES:**

- ◆ Teach Sociology courses
- ◆ Supervise Educational Specialist and Cardinal Tutoring Center (CTC) Assistant
- ◆ Supervise 20-40 Peer Tutors, dependent on the semester, at Wallace Drive, Ayers, Cherokee, and Valley Street campuses
- ◆ Work with the Developmental Math Faculty to coordinate the embedded tutoring program
- ◆ Oversee study hall for athletes across four physical CTC locations with hours ranging M-Th 8am-5pm depending upon campus, online tutoring software, and CTC promotion/social media
- ◆ Must be available and willing to travel to all centers across Gadsden State Community College each week
- ◆ Provide written documentation and reports for various programs, instructors, and institutional effectiveness
- ◆ Coach, recruit, and train CTC Peer Tutors
- ◆ Ensure that all tutoring centers are maintained in a safe and orderly manner
- ◆ Recruit peer tutors and develop strategies to assist them to persist towards graduation

- ◆ Serve on college committees as assigned
- ◆ Comply with all policies of the Alabama Community College System, and the College
- ◆ Perform other duties as assigned

*Note: The intent of this description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.*

**Physical Demands and Work Environment:**

The physical demands and work environment characteristics described below represent those that an employee may encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

**Physical Demands:**

- ◆ **Mobility:** Primarily sedentary work with frequent walking between various campuses and tutoring locations. Occasional standing, bending, and reaching while interacting with students and staff
- ◆ **Manual Dexterity:** Regular use of standard office equipment, such as computers, projectors, and mobile devices, to facilitate communication and manage tutoring activities
- ◆ **Lifting:** Ability to lift and carry materials, such as textbooks, files, and other educational resources, weighing up to 20 pounds
- ◆ **Communication:** Clear and effective verbal and written communication skills are essential for interacting with students, faculty, staff, and external partners, and for presenting information clearly in instructional settings

**Work Environment:**

- ◆ **Setting:** The position is based in both office and classroom environments within the educational institution. Work will also be conducted in the tutoring centers, requiring flexibility to move between locations
- ◆ **Travel:** Frequent travel is required to the various campuses and centers across Gadsden State Community College, including Wallace Drive, Ayers, Cherokee, and Valley Street campuses
- ◆ **Schedule:** Standard work hours are expected, but flexibility is necessary to accommodate the needs of the tutoring center, including evening hours and special events, as well as occasional weekend shifts based on tutoring center hours
- ◆ **Interaction:** Regular collaboration with faculty, staff, students, and external partners. The role requires managing peer tutors and collaborating with academic and administrative staff to ensure the smooth operation of the Cardinal Tutoring Center

**Reviewed by: HR Manager**

**Employee Name:**

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**Employee Signature**

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**Date**