

**GADSDEN STATE COMMUNITY COLLEGE
JOB DESCRIPTION**

Position Title: Tutorial Coordinator – Student Support Services

Supervisor's Title: Project Director – Student Support Services

JOB SUMMARY: The Tutorial Coordinator's role is to coordinate and implement all instructional components of the SSS federal grant program under the direction of the TRIO program director and assistant director.

ESSENTIAL FUNCTIONS:

- Manages all tutoring/supplemental instructions activities for SSS participants
- Identifies, recruits, trains, supervises, and evaluates peer and professional tutors
- Maintains rosters, reports, and other documentation related to the tutorial program, assigned workshops and supplemental instruction activities
- Coordinates payroll applications with the Human Resources Department and SSS Clerk to ensure proper payment for tutors
- Coordinates with tutors on a regular basis concerning student progress
- Assists with identification, assessment, and selection of eligible project participants and maintains tutorial files
- Responsible for accumulation of data and reports for the evaluation of tutoring and GPA of participants
- Coordinates the coaching program
- Leads ACT workshop preparation classes
- Oversee tutoring in the Cardinal Tutoring Center for SSS and in the CTC Director's absence
- Operate check-in software for Cardinal Tutoring Center
- Advise SSS students pursuing a two year degree and develop a plan for graduation
- Maintains the security and accuracy of student and project data
- Compiles reports and provides information as requested by the Project Director
- Develops an effective rapport with students, other employees and the public
- Completes other duties as assigned by the Project Director

Comply with all policies of the Alabama Community College System and the College.

The intent of this job 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.

REQUIRED EDUCATION, EXPERIENCE, STANDARDS, AND TRAINING:

- Bachelor's Degree in education, guidance and counseling, developmental education, or a related field
- Master's Degree is preferred
- Good written and oral communication skills with proven interpersonal skills are necessary

REQUIRED LICENSE, CERTIFICATION, OR SPECIAL CREDENTIALS:

- N/A

OTHER QUALIFICATIONS AND JOB REQUIREMENTS:

- Must be able to work independently
- Familiarity with federal programs
- Sensitivity to the needs of youth, minorities, the disabled, and other persons the project may serve
- Serve on college committees as assigned
- Willingness to travel to other campus locations when necessary

Reviewed by:

Employee's Signature _____ Date

Supervisor's Signature _____ Date