**Tutor Coordinator**

**DESCRIPTION OF JOB:**

The Tutor Coordinator will be responsible for coordinating the academic tutorial program including recruiting, hiring, training, and evaluating all academic tutors and Course Coaches. The Tutor Coordinator will build relationships across the college to identify, train and recruit potential academic tutors and Course Coaches.

The Tutor Coordinator will also oversee program activities in the Math Lab, the drop-in tutoring center for Math and Chemistry.

Successful candidates will have a demonstrated commitment to promoting diversity, inclusion, and multicultural competence in an educational and work environment and must be willing to contribute to the College’s strategic plan of inclusion.

**Responsibilities:**

- Design and facilitate tutor training meetings both at the beginning and then regularly throughout the year covering tutoring techniques, best practices and theory. Maintain training records of all Academic Tutors and Course Coaches.
- Manage program development by interacting with students to assess needs while doing evaluation surveys of the tutor program from all angles [tutor/program; student/tutor; tutor/student; and student/program].
- Coordinate special offerings for specific populations, ie, Pre-Nursing Majors, Education Majors, College Achievement Program Students, and Community Scholars.
- Process payroll for all tutorial program employees, maintain payroll records while keeping student employee files as well as updating a currently existing database of student employees; Process employment forms.
- Maintain a tutorial handbook of policies and procedures.
- Monitor Math Lab usage and maintain record keeping on usage and trends.
- Create daily work schedules for Math Lab tutors.

**JOB QUALIFICATIONS**

**Necessary Education or Work Experience:**

- Bachelor’s degree in education related field. Master’s degree preferred.
- General knowledge of the organizational structure and operational procedures used by institutions of higher learning with a demonstrated ability to work effectively with college teaching faculty and staff.
- Experience and an understanding of issues related to motivating academically under-prepared students;
- Two years post-college work/volunteer experience
- Experience with program planning and assessment

**Required Skills and Knowledge:**

- Strong written, verbal and technological communication skills
- Leadership and organizational skills
- Ability to work both independently and in partnerships

**Other Qualifications:**
Demonstrate multicultural competence – the awareness, knowledge, and skills needed to work with others who are culturally different from self in meaningful, relevant, and productive ways.

The candidate must actively support the mission of the college by working with faculty, staff and students to share in our core values - truth, compassion, justice, partnership, and community.

**OTHER INFORMATION**

This is a 20 hour per week position.
This is position is a 9.5 month position. (Off mid-May through July)

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

Disclaimer:

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

**To apply:** Send a letter of application, resume, and references to:

Edgewood College  
Human Resources – TUCD1  
1000 Edgewood College Drive  
Madison, WI 53711

E-mail: humanresources@edgewood.edu
Equal Opportunity Employer