Cabrillo College

**TUTORIALS CENTER COORDINATOR**

**DEFINITION**

Under direction, coordinates and personally performs responsible work in the administration of the Tutorials Center; performs related duties as required or assigned.

**CLASS CHARACTERISTICS**

This single position class has primary responsibility, under direction of an administrator, for coordinating and providing administrative support for the program. Successful performance of the work requires program coordination skills, basic supervisory skills and written and oral communication skills to ensure program objectives and requirements are met.

**EXAMPLES OF DUTIES (Illustrative Only)**

- Coordinates, oversees and performs required support for activities related to the Tutorials Center
- Directs the day-to-day activities of the Tutorials Center
- Recruits, interviews, hires, orients, trains, directs and terminates tutors
- Prepares and monitors payroll records and program budget
- Writes grants and monitors compliance for grants received
- Collects and maintains attendance records for students
- Develops, recommends and implements guidelines and procedures related to the Tutorials Center and its activities
- Interprets, monitors and explains regulations related to tutorials
- Coordinates with other college staff and faculty to provide tutoring to best meet individual student's needs
- Assists faculty in providing tutorial assistance, and in monitoring students referred to the programs
- Designs and oversees production of informational materials regarding the Tutorials Center
- Keeps current on state, federal and other regulations regarding Tutorials program
- Maintains accurate records and files
- May serve on committees and professional organizations
- Prepares correspondence, reports and other written materials
- Makes arrangements for meetings related to the Tutorials Center
- Performs a variety of standard office support work, such as typing, filing, operating standard office equipment, including a personal or on-line computer
- Provides information in person and over the telephone; may provide bilingual services to monolingual and limited English-speaking students
- Performs related duties as required or assigned
QUALIFICATIONS

Knowledge of:

- Techniques for dealing with people of diverse academic, ethnic, socioeconomic, cultural backgrounds, and people with disabilities
- The educational function of a tutoring program
- Practical tutoring techniques and skills necessary for successful tutoring
- The theories and applications of interpersonal communication skills
- Basic budgetary principles and practices
- Basic principles of program coordination, organization, and administration
- Basic supervisory techniques
- Standard office practices and procedures, including filing and record keeping, and the operation of standard office equipment
- Computer equipment and various software applications

Skills in:

- Interpreting, applying and explaining rules, regulations and procedures
- Organizing and providing programmatic coordination
- Operating a computer and producing correspondence, reports and other written materials using various software such as email, word processing, spreadsheet, database and website management
- Directing the work of others
- Writing reports, correspondence, manuals, grants, and other materials in a clear and comprehensive manner, using proper English grammar, spelling and punctuation
- Speaking effectively in front of groups
- Maintaining accurate records and files
- Establishing and maintaining effective working relationships with others

Desirable:

- Experience dealing with a diverse population
- Bilingual (Spanish/English)

Education and Experience:

A typical way to gain the knowledge and skills outlined above is:

Equivalent to completion of two years of college course work in a related field and two years of program coordination experience, and/or two years experience as a tutor, counselor or instructional associate which required frequent contact with students and faculty.

Established: 7/1/99
Revised: 12/18/12