



<b>Job Title</b>	Tutoring Program Manager	<b>Job Code</b>	AA0433
<b>Pay Plan</b>	A&P	<b>Pay Grade</b>	18
<b>Union</b>	Non-Union	<b>FLSA Status</b>	Exempt
<b>Job Family</b>	Academic and Program Management	<b>Union Code</b>	N/A
		<b>Subfamily</b>	Academic Services

**Job Family & Subfamily Summary**

**Academic and Program Management Professionals** develop, administer, or support programs that enhance the learning environment for students or faculty development.

**Academic Services Professionals** provide services and support for operations of academic programs.

**Job Summary**

Serves as part of the leadership team that develops work plans and strategic initiatives for goals and objectives of the department, division, and University. Provides support for students at all program level in all areas of enrollment. Oversees and administers aspects of student success to including but not limited to recruitment, enrollment, coaching, advising, student services, and retention.

**Representative Duties**

**1. Program Management**

- Implements student success model through coaching and high impact practices
- Serves as content area specialist and liaison to assigned student success area(s)
- Recommends policies and practices relating to assigned area(s) of responsibility

**2. Success Coaching**

- Leads, supervises, and develops student success personnel
- Trains coaches to deliver a high impact program of student outreach services
- Supplies framework for coaching student success in all areas of enrollment
- Supports coaches in academic content areas

**3. Administration**

- Performs reviews of program initiatives
- Conducts performance appraisals for staff
- Provides liaison activities, collaboration, and proactive communication with the University and community

<b>Education, Experience, Skill Requirements</b>		
	<b>Required</b>	<b>Preferred</b>
<b>Education Level</b>	Bachelor's	Master's
<b>Certification(s)</b>		
<b>Licensure(s)</b>		
<b>Work Experience</b>		
4+ years of relevant work experience		
<b>Additional Requirements</b>		

<b>Physical/Environmental Demands</b>
Standard office environment with no unique physical demands

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**This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.**