



<b>Job Title</b>	Tutoring Program Coordinator	<b>Job Code</b>	AA0423, AA0424
<b>Pay Plan</b>	A&P	<b>Pay Grade</b>	16
<b>Union</b>	Non-Union	<b>FLSA Status</b>	Exempt/Non-Exempt
<b>Job Family</b>	Academic and Program Management	<b>Union Code</b>	0
		<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**

Assists upper level management in charge of University tutoring initiatives with tasks related to programming, including but not limited to developing policies and procedures, recruiting, hiring, and scheduling personnel, overseeing the budget, and conducting assessments. Oversees daily operations and management of assigned tutoring program(s)/center.

**Representative Duties**

**1. Operations Management**

- Oversees daily operations and management of assigned tutoring program(s)/center
- Manages payroll, budget and purchasing for assigned tutoring program(s)/center
- Develops text, image, and video based training materials for tutoring personnel
- Ensures policies and procedures of assigned tutoring program(s)/center are enforced

**2. Administrative**

- Selects, hires, trains, and supervises assigned tutoring program(s)/center personnel
- Collects and analyzes data on usage and effectiveness of tutoring services
- Develops and distributes marketing materials to promote assigned tutoring program(s)/center

## Education, Experience, Skill Requirements

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

## Physical/Environmental Demands

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.**