

Position: Tutorial Services Coordinator	Position Number:
Department/Site: Student Services	FLSA: Non-Exempt – (Classified CSEA)
Reports to: Director, dean, or other administrator in assigned area	Salary Range

- x Refer students with professional counseling needs to counselors; schedule appointments and maintain related records.
- x Evaluate and select computer software; order and purchase tutoring materials and office supplies.
- x Attend a variety of meetings, workshops, and conferences related to tutorial services; disseminate information regarding tutorial services and promote tutorial services; drive a vehicle to off-campus activities and tutorial sites.
- x Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- x Philosophy, objectives and policies of the tutorial services program.
- x Scheduling and coordination of tutorial assistance activities on a college campus.
- x Operation of computer terminals and assigned software.
- x Community college curriculum and various educational activities and techniques used in various classes.
- x Oral and written communication skills.
- x Budget preparation and control.
- x Interviewing techniques.
- x Principles and practices of training and providing work direction.
- x Interpersonal skills using tact, patience and courtesy.
- x Modern office practices, procedures and equipment.

Skill to:

- x Coordinate operational procedures and activities of the assigned tutorial services program.

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