



## **POSITION ANNOUNCEMENT**

**Job Title:** Coordinator for Tutoring Services and Supplemental Instruction  
**Department:** Center for Personalized Instruction  
**Reports To:** Director of Center for Personalized Instruction  
**Level:** 6  
**Shift/Hours:** 40 hours per week  
**Date Prepared:** November 3, 2017

### **SUMMARY**

This position oversees the management of tutoring services and the Supplemental Instruction (SI) Program. Collaborates with faculty and staff, in particular TRIO staff in identifying students to serve as SI leader and tutors and is responsible for the selection, supervision, and training of students as well as evaluation of services, coordination of academic success workshops, and providing comprehensive learning support strategies to students seeking individualized services.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Designs and maintains tutor and supplemental instruction CRLA certification, program records, and materials.
2. Maintains the tutor/SI management system.
3. Recruits, selects, trains, and evaluate student employees.
4. Monitors the payroll of student employees.
5. Prepares and conducts comprehensive tutor/SI trainings and observations each term.
6. Works with faculty and TRIO staff to meet the academic needs of students.
7. Works with the Director of Center for Personalized Instruction and academic departments to identify courses compatible with the goals of Supplemental Instruction.
8. Develops and executes a comprehensive assessment plan to improve services and supports strategies for traditional and non-traditional students' success.
9. Schedules academic success strategy/skill building workshops each term.
10. Serves as a campus resource person for special events, projects, and institutional committees.
11. Provides academic guidance for a caseload of assigned students.
12. Serves on assigned committees and taskforces.
13. Oversees the scheduling of rooms, times for all SI sessions.
14. Prepares all communications to market SI and tutoring offerings including the University Schedule of Courses, flyers, webpage notices and any other promotional opportunities.
15. Prepares statistical reports that inform future offerings and continuous quality improvement of tutoring services.
16. Other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include interviewing, hiring and training; planning, assigning and directing work; addressing complaints and resolving problems.

### **QUALIFICATIONS**

The above statements reflect the general responsibilities of the position and should not be construed as a detailed description of all the work requirements that may be inherent in this position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### **EDUCATION AND EXPERIENCE**

Bachelor's degree in business administration, education, or counseling and/or related field required. Master's degree in student affairs administration preferred. Experience working in higher education setting and/or an academic support environment is preferred. Working knowledge of Microsoft Office required. Knowledge of the institutional data system Jenzabar is preferred.

### **TO APPLY**

Please complete the application at <http://www.madonna.edu/resources/human-resources>. Please send a letter of intent reflecting the above responsibilities and qualifications and a resume to [hr@madonna.edu](mailto:hr@madonna.edu). Current employees must complete the internal application on MY Portal >Employee Resources.

### **MADONNA UNIVERSITY**

A Catholic institution founded by the Felician Sisters, and guided by the values of St. Francis. Candidates must be committed to excellence in teaching, scholarship, and service, and support the Mission of the University. We are an equal opportunity employer committed to a culturally diverse workforce. Candidates must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire. Thank you for your interest in employment opportunities at Madonna University.