Incumbent: VACANT
Job Title: Tutoring and Academic Services Coordinator
Working Title: Tutor Coordinator
Classification: Graduate Assistant
Position Number: U71181
Unit/Program: OMSA Academic Services Center
Reports To: Assistant Director for Tutoring and Instructional Services

POSITION SUMMARY:

Reporting directly to the Assistant Director, the Tutoring and Academic Services Coordinator is responsible for the coordination and the general supervision of the tutoring and academic services program. This position initiates the planning and implementation of various programs, events and activities for the unit; collects and evaluates data to show the impact of tutoring services on students and provides study skills consultations. In general, it is an expectation that this position will work 20 hours per week, with at least one evening per week required (5:00-8:00pm)

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

(40%) TUTORTRAC MATCHING PROCESS FUNCTIONS

• Coordinates the TutorTrac matching process by making sure that tutors’ work schedules have been collected and entered into the TutorTrac database
• Helps to troubleshoot the tutor matching process in TutorTrac
• Runs reports in TutorTrac to make sure that data collected at front desk is accurate

(40%) SUPERVISION AND ADMINISTRATIVE FUNCTIONS

• Assists with reviewing applications for front desk and tutoring positions and helps to conduct interviews of candidates
• Conducts individual observations and mentoring of the Tutors and document the same.
• Conducts evaluations of tutors
• Assists with the planning and facilitations of staff meetings as requested by the Assistant Director

(10%) TUTOR TRAINING FUNCTIONS

• Under the direction of the Assistant Director, will conduct some of the tutor training meetings of newly hired and/or continuing tutoring staff
• Assists with the training for all student hourly positions

(10%) STUDY SKILLS CONSULTATIONS AND WORKSHOPS FUNCTIONS

• Conducts one-on-one study skills consultations and group workshops as requested by students
• Coordinates academic outreach efforts: presentations about tutoring services to student
organizations, cultural houses, and other targeted populations and regular, ongoing programming of workshops and other activities

- Performs other duties as assigned

REQUIRED EXPERIENCE:

- Must be an enrolled PhD candidate at the University of Illinois at Urbana-Champaign
- Prior experience as a Tutor or working in a learning center
- Familiarity with UIUC undergraduate courses in the target area

PREFERRED EXPERIENCE:

- Program or employment experience with domestic underrepresented minority student populations

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

- Commitment to working with students from culturally diverse backgrounds
- Knowledge of challenges, issues, or barriers facing undergraduate students, especially special student populations such as historically underrepresented and transfer students
- Must be able to establish and maintain effective work relationships with students, tutors, and other staff
- Strong verbal and written interpersonal skills. Ability to represent the department and University in a friendly, courteous, and professional manner
- Strong organizational skills and excellent decision-making skills
- Ability to work with minimal supervision
- High energy with a strong interest in above listed duties and responsibilities

Please use this link to apply for the position: https://forms.illinois.edu/sec/6530694.