

## KERN COMMUNITY COLLEGE DISTRICT

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**CLASS TITLE: TUTORIAL COORDINATOR**

**BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform a variety of technical duties in support of the tutoring program; recruit, maintain and schedule tutors.

**REPRESENTATIVE DUTIES:**

Recommend and assist in the implementation of the goals and objectives of the tutorial program; establish schedules and methods for tutorial services; implement policies and procedures. *E*

Participate in the selection of student tutors; provide or coordinate tutorial staff training; work with tutors to correct deficiencies. *E*

Provide information to students interested in receiving tutoring; schedule all tutorial appointments; maintain files on students receiving tutoring. *E*

Prepare a variety of reports on operations and activities including positive attendance reports and statistical reports to specific student assistance programs. *E*

Calculate and process the student tutor payroll; order and maintain the office supply inventory. *E*

Arrange typing and testing services for disabled or handicapped students; assist in providing transportation to disabled or handicapped students on college campus. *E*

Attend and conduct a variety of meetings and workshops as required. *E*

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Basic recruiting techniques.

Payroll preparation techniques.

Principles and practices of record keeping.

**ABILITY TO:**

Learn the basic principles and methods of instruction.

Learn the student assistance policies and programs of the college.

Recruit student tutors.

Calculate and process monthly student payroll.

Operate a variety of modern office equipment.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by specialized training in office administration or a related field and two years of increasingly responsible office experience including one year of supervisory or lead responsibility.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Constant interruptions.

**PHYSICAL DEMANDS:**

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements:

- |                                  |   |
|----------------------------------|---|
| 1. Seldom = Less than 25 percent | 3. Often = 51-75 percent                |
| 2. Occasional = 25-50 percent    | 4. Very Frequent = 76 percent and above |
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- |          |    |  |
|----------|----|--|
| <u>4</u> | a. | Ability to work at a desk, conference table or in meetings of various configurations.      |
| <u>1</u> | b. | Ability to stand for extended periods of time.   |
| <u>4</u> | c. | Ability to sit for extended periods of time.   |
| <u>4</u> | d. | Ability to see for purposes of reading printed matter.                                     |
| <u>4</u> | e. | Ability to hear and understand speech at normal levels.                                    |
| <u>4</u> | f. | Ability to communicate so others will be able to clearly understand a normal conversation. |
| <u>1</u> | g. | Ability to bend and twist.   |
| <u>1</u> | h. | Ability to lift <u>10</u> lbs.   |
| <u>1</u> | i. | Ability to carry <u>10</u> lbs.  |
| <u>3</u> | j. | Ability to operate office equipment.   |
| <u>1</u> | k. | Ability to reach in all directions.  |

*This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.*