

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: PROJECT/TUTOR COORDINATOR (Grant Funded)

PAY GRADE: P-4

OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITY:

To provide academic and educational support services to increase the retention, graduation and transfer rates of students participating in the Student Support Services program. He/she will be responsible for hiring, training and supervising the peer tutor/mentor program.

At the College of Central Florida, our vision is to be "Your first choice for quality higher education." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: Master's degree preferred in counseling, education, psychology, social work, adult education, college student personnel or related field.
2. Years of experience in field: Minimum of five years' demonstrated experience in working with educationally/economically disadvantaged students (preferably at the secondary or post secondary level) and culturally diverse populations.
3. Special skills or abilities related to position: Background in developmental education, student advising, curriculum development, and design/supervision of tutorial program. Ability to present workshops and work with faculty.

ESSENTIAL JOB FUNCTIONS:

1. Design and maintain methodologies best suited to promote student success in all academic areas with special emphasis on math, English and reading.
2. Assist instructors in planning and coordinating course, support lab and student progress, especially from developmental courses into college level courses.
3. Select and evaluate academic support materials (books, tapes, software, computers, etc.)
4. Develop data processing program to maintain an accurate account of student academic progress from semester to semester.

ESSENTIAL JOB FUNCTIONS: (continued)

5. Meet with instructors when necessary to discuss students' progress and strategies for improvement.
6. Develop learning strategies to assist students with physical and/or learning disabilities.
7. Hire, schedule, train, supervise and evaluate tutors, keeping all necessary records.
8. Coordinate and administer the SSS Early Alert Program.
9. Plan and implement a mentoring program for target populations.
10. Submit periodic reports to the Student Support Services director.
11. Coordinate the delivery of SSS program to admitted students and maintain a waiting list of eligible students.
12. Assist Student Support Services director with preparation and submission of Annual Performance Report to Department of Education.
13. Assist in the administration and delivery of the pre-college summer bridge program.

(These essential job functions are not to be construed as a complete statement of all duties performed.)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting and bending.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB:

Ocala Campus

SUPERVISOR OF POSITION:

Director of Student Support Services