FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT
OFFICE OF HUMAN RESOURCES AND EQUAL OPPORTUNITY

Tutorial Center Associate

BASIC FUNCTION:

Under the direction of an assigned supervisor, provide tutorial support in a timely and effective manner. Hire, train and supervise student tutors; oversee the adjunct skills program.

REPRESENTATIVE DUTIES:

1. Provide tutorial support and assure students receive support in a timely and effective manner; answer questions and resolve problems; serve as liaison with instructors; facilitate study groups.

2. Hire, train and supervise student tutors.

3. Prepare and maintain a variety of records and files including individual student files, tutor records, and statistical records; prepare memos, advertisements, letters of recommendation, certificates, forms and other materials as needed.

4. Oversee the adjunct skills program; communicate with faculty to establish adjunct classes.

5. Participate in facilitating and planning tutorial meetings, assigning and grading training assignments and issuing tutor certificates.

6. Determine student placement with tutors and maintain related records.

7. Research, design and publish the tutorial program newsletter.

8. Monitor the expenses; develop and monitor computerized reports; review financial data.

9. Operate a computer and assigned software.

10. Communicate with various instructors, counselors and other District staff to coordinate services, provide information and resolve issues or concerns; provide referrals to outside organizations as requested.

11. Assist tutors as needed; provide assistance at the front desk as needed.

12. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

1. Assigned subject areas, curriculum and materials to support instruction and tutors.

2. Department policies and procedures.

3. Practices of training and supervision of assigned staff.

4. Oral and written communication skills.
5. Interpersonal skills using tact, patience and courtesy.

6. Diverse academic and ethnic backgrounds of community college students.

7. Operation of a computer and assigned software.

ABILITY TO:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.

2. Provide tutorial support and assure students receive support in a timely and effective manner.

3. Hire, train and supervise student tutors.

4. Oversee the adjunct skills program.

5. Prepare and maintain clear and accurate records and reports.

6. Determine proper student placement with tutors.

7. Communicate effectively both orally and in writing.

8. Establish and maintain cooperative and effective working relationships with others.

9. Plan and organize work.

10. Understand, follow and interpret department policies and procedures.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Associate’s degree supplemented by college level courses in an applicable subject, and two years experience in a learning environment.

WORKING CONDITIONS:

ENVIRONMENT:

1. Indoor environment.

2. Constant interruptions.

PHYSICAL ABILITIES:

1. Hearing and speaking to exchange information.

2. Dexterity of hands and fingers to operate a computer keyboard.

3. Seeing to read a variety of materials.

DATE APPROVED: MARCH 1, 1999

RANGE: N-45

EEO-CATEGORY: H-50