

North Florida Community College Job Description

Job Title: Academic Success Tutor Lab Manager/Academic Specialist
Department: Learning Resources
Reports To: Academic Success Center Coordinator
FLSA Status: Exempt (Professional)
Prepared By: HR Department
Prepared Date: October 8, 2013
Approved By:
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SUMMARY

The Academic Success Tutor Lab Manager/Academic Specialist will maintain and supervise the Academic Success Tutor Lab and work directly with the Academic Success Center Coordinator to coordinate face-to-face and online peer tutoring services including one-on-one and small group tutoring, Supplemental Instruction (SI), study groups, and workshops for college preparatory courses and college level courses.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Below are listed the primary tasks identified for this position. The duties articulated though not exhaustive, indicate the majority of the functions assigned to this position. Other duties may be assigned based on institutional need.

Recruit, hire, train, and provide scheduling and timekeeping for peer tutors.

Supervise and evaluate peer tutors throughout each academic term.

Survey Academic Success Tutor Lab tutoring participants.

Coordinate peer tutoring services in-person and online in subjects requested by NFCC students.

Offer supplemental instruction services for selected courses as needed.

Offer academic coaching services for selected students as needed.

Assist in Managing referrals for peer tutoring services.

Assist with orientations at the beginning of spring and fall academic terms to promote student awareness of the Academic Success Center services and Smarthinking online tutoring services.

Record and track student attendance in the Academic Success Tutor Lab per academic term.

Offer workshops covering a variety of topics as scheduled through the ASC Coordinator as needed.

Organize activities to celebrate National Tutoring Week.

Supervise the use of technology and coordinate maintenance of equipment in the ASC Tutor Lab.

Facilitate and supervise test remediation.

Maintain open communication with academic advisors about students' academic performance and attendance to the Academic Success Tutor Lab as needed.

Provide ASC Tutor Lab attendance report of SSS participation to the Student Support Services Director as needed.

Schedule Smarthinking webinars for students at beginning of each academic term.

Assist instructors with Smarthinking log in issues and usage reports as requested.

Monitor report Smarthinking student usage as requested or needed.

Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Directly supervises and trains peer tutors. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

In addition to the qualifications, the Academic Success Tutor Lab Manager/Academic Specialist must be committed to the goals and objectives of the Learning Resources Department and North Florida Community College.

EDUCATION and/or EXPERIENCE

Bachelor's degree from an accredited institution. Applicable experience may be substituted on a year for year basis for the educational requirement. The ASC Tutor Lab Manager/Academic Specialist must also have a demonstrated understanding of working with people and must have at least two years training or experience in the fields of education and supervision.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of students or employees of organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

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.

While performing the duties of this job, the employee is frequently required to stand and walk. The employee is occasionally required to sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.