

Class Code:.....0728A  
Position #:(PSA).....(E)  
Developed by:.....SG; JR  
Reviewed by:.....CS; DLJ  
Approved by:.....LK; AMC  
Date:11/03; 07/17; 03/18

**UNIVERSITY OF RHODE ISLAND**  
**Position Description**

**TITLE:** Coordinator, UC/Academic Enhancement Center (Tutoring Programs)

**DIVISION:** Academic Affairs (University College)

**REPORTS TO:** Dean, University College for Academic Success

**GRADE:** 11

**SUPERVISES:** Academic Tutor; student staff

**BASIC FUNCTION:**

Design, manage and direct subject-based tutoring programs.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Coordinate all subject-based tutoring programs at the Center, with assistance from Academic Advisor/Learning Specialist for STEM students.

Supervise tutoring programs' planning, delivery, and evaluation.

Recruit, hire, train, and supervise peer tutoring staff.

Collaborate with faculty, staff and student organizations.

Coordinate central administration reception function, including hiring, training, and supervising reception staff.

Manage payroll for all tutoring program staff.

Manage tutorial technology system (Tutortrac).

Coordinate Center's reporting and data management, in consultation with Coordinators of Academic Skills Programs and Writing Center.

Assist the Coordinator of Academic Skills Programs with outreach and advocacy within campus communities in support of the Center's mission, vision and goals.

**OTHER DUTIES AND RESPONSIBILITIES:**

Assist the Coordinator of Academic Skills Programs with overall Center administration and planning.

Serve as liaison to Athletics Learning Specialist, collaborating with tutorial program for student-athletes.

Perform other duties as required.

**LICENSES, TOOLS AND EQUIPMENT:**

Personal computers, printers; word processing, database and spreadsheet software.

**ENVIRONMENTAL CONDITIONS:**

The incumbent is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

**REQUIRED:** Master's degree or Equivalent of 30 or more post-baccalaureate credits toward a professional or academic degree; Minimum two years of experience as a tutor or learning specialist focusing on college learning skills development (may include work as a graduate assistant); Demonstrated experience working with college student populations, including those "at risk"; Demonstrated tutoring skills; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated organizational skills; Demonstrated supervisory experience; and, Demonstrated ability to work with diverse groups/populations.

**PREFERRED:** Demonstrated experience with data collection and analysis.

**ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.**