

Job Announcement

Job Title:	Tutor Coordinator
Job ID:	24917
Full/Part Time:	Full-Time
Regular/Temporary:	Regular
Job Code:	3086 Student Services Professional IV
Department:	Peer Connections

Compensation

Classification: Student Services Professional IV
Anticipated Salary Range: \$5,195/month - \$5,459/month
Salary Range: \$5,195/month - \$7,411/month
FLSA Status: Exempt
San José State University offers employees a comprehensive benefits package. For more information on programs available, please visit <http://www.sjsu.edu/up/all/benefits/>

About the Position

The Tutor Coordinator is responsible for the design, implementation, coordination and delivery of tutoring assistance in multiple subjects, including math and writing to SJSU students. Tutoring is offered through appointments, drop-in, and through embedded tutors in classes. The Tutor Coordinator provides tutor training, supervision and specialized professional development opportunities for peer tutors and graduate assistants in Peer Connections. A supportive environment for students and paraprofessional staff is maintained through teambuilding, appreciation, and recognition endeavors. The position oversees the day-to-day operations of the tutoring program, including meeting with tutees, creating tutoring schedules, approving payroll, conducting tutoring observations, etc. In order to assess learning outcomes for tutees, tutors, and paraprofessional staff, the Tutor Coordinator develops and implements assessment and prepares qualitative and quantitative reports about Peer Connections tutoring program and other department activities. In addition, the Tutor Coordinator collaborates with other departments and colleges outside of Peer Connections to provide effective learning assistance at SJSU, including representing Peer Connections as needed on committees and at events related to tutoring.

Minimum Qualifications

- Equivalent to graduation from a four-year college or university in a related field plus upper division or graduate coursework in counseling techniques, interviewing and conflict resolution where such are job related
- Four years of progressively responsible professional student services work experience which includes experience in advising students individually and in groups, and in analysis and resolution of complex student services problems

Preferred Qualifications

- Master's degree in education, higher education, or related field
- At least 3 years with progressive responsibility in a tutoring setting

Knowledge, Skills & Abilities

- Solid presentation design and facilitation skills
- Knowledge and ability to apply Student Development and Identity Development Theories
- Ability to advise students individually or in groups on varied and complex matters
- Enhanced knowledge of learning assistance and student development field including thorough knowledge of methods, procedures and practices of counseling, advising, learning assistance and/or academic support professions
- Knowledge of adult learning and best practices in tutoring and tutor training
- Knowledge and ability to use principles of supervision

Application Screening

Application Screening begins February 27, 2019.
Applications received before that date will receive first consideration.

This position is open until filled; however, applications received after screening has begun will be considered at the discretion of the university.

Required Application Material

Resume
Letter of interest
List of References
Complete SJSU Online Employment Application

Please note that failure to completely fill out each section of the online application may result in your application not receiving consideration.

Additional Information

Satisfactory completion of a background check (including a criminal records check) is required for employment. SJSU will issue a conditional offer of employment to the selected candidate, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information. Failure to satisfactorily complete the background check may affect the continued employment of a current CSU employee who was conditionally offered the position.

The standard background check includes: criminal check, employment and education verification. Depending on the position, a motor vehicle and/or credit check may be required. All background checks are conducted through the university's third party vendor, Accurate Background. SJSU will pay all costs associated with this procedure. Evidence of required degree(s) or certification(s) will be required at time of hire.

SJSU IS NOT A SPONSORING AGENCY FOR STAFF OR MANAGEMENT POSITIONS. (i.e. H1-B VISAS)

All San José State University employees are considered mandated reporters under the California Child Abuse and Neglect Reporting Act and are required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

Equal Employment Statement

SJSU is an Equal Opportunity Affirmative Action employer. We consider qualified applicants for employment without regard to race, color, religion, national origin, age, gender, gender identity/expression, sexual orientation, genetic information, medical condition, marital status, veteran status, or disability.

It is the policy of SJSU to provide reasonable accommodations for applicants with disabilities who self disclose.

Contact Information

One Washington Square San Jose, CA 95192-0046
Phone: 408-924-2250