ANNOUNCES AN OPENING IN ACADEMIC AFFAIRS
LEARNING RESOURCES CENTER

POSITION: SUPERVISOR, TUTORING CENTER

DESCRIPTION OF DUTIES:
Responsible for assisting in the coordination and supervision of the tutoring services provided through the Learning Resources Center. Train, supervise and evaluate tutors in efforts to provide excellent academic support for instruction and student retention. Provide exceptional customer service by greeting and providing information to internal and external Tutoring Center customers. Maintain applications of student tutoring requests and provide information necessary to assist in assigning appropriate tutors to each student. Establish and implement tutor guidelines and monitor compliance. Provide and enhance training opportunities for tutors to improve tutoring skills. Monitor and evaluate tutor certification process. Recruit, recommend, train, supervise and evaluate tutors and part-time hourly staff in the Tutoring Center. Schedule, monitor and maintain accurate records for tutoring activities. Maintain and submit weekly time sheets for tutors. Review and compile data regarding student tutoring requests, tutoring sessions, student evaluations and surveys. Complete reports and surveys as requested. Recommend tutors for assignment and schedule them to work in the Math Lab. Coordinate with Divisions to make every effort to have tutors necessary to support general education and other core classes. Provide tutors in the Division areas when able to better meet student and program needs. Provide scribes, readers, testing assistants and other student needs as requested by the Office of Disability Services. Engage in professional development to stay abreast of current trends, learning theories and tutoring strategies as related to position. Serve on College committees as requested. Perform other duties as assigned by the Dean, Learning Resources Center. Regular attendance is an essential function of this position. The hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. May require some evenings and weekends.

MINIMUM QUALIFICATIONS:
Associate’s Degree. Two (2) years work experience in an academic setting, to include the supervision of others; preferably at an institution of higher education. Excellent customer service, interpersonal and written/verbal communication skills. Ability to work independently. Ability to exercise discretion, maintain confidentiality and to handle stressful situations effectively. Must be detail oriented. Light lifting up to 10 lbs and light carrying up to 10 lbs. Ability to reach above shoulder. Periods of time spent sitting, standing, walking, kneeling, bending and stooping.

DESIRED QUALIFICATIONS:
Bachelor’s Degree. Three (3) years work experience in an academic setting, to include the supervision of others; preferably at an institution of higher education.

SALARY: $31,450 - $33,050

APPLICATION DEADLINE: UNTIL FILLED

Please submit application materials by the announced deadline. The original signed Rose State College application form and unofficial degree conferring transcripts must be received by this office for formal consideration; however, should an offer of employment be extended, official transcripts are required.

Candidate selected will serve a probationary period. All finalists may be subject to a background check and/or drug test.

(POSTED ON JUNE 26, 2015)
Must be eligible to work in the United States
An Equal Opportunity Employer
In accordance with the Americans with Disabilities Act, reasonable accommodations in the application process will be provided upon written request.
http://www.rose.edu/job-listings
6420 SE 15th STREET ~ MIDWEST CITY, OK ~ 73110-2799