

Shorter University - Office of Student Engagement and Success

Tutoring Center Coordinator

Coordinate Tutoring Center for Undergraduate Tradition Students (Rome campus)

The Tutoring Center Coordinator will ensure that the Tutoring Center operates smoothly from the beginning stages of confirming the list of Scholarship Tutors, to placing those tutors, ensuring those tutors are trained, and ensuring that students are made aware of and can easily access tutoring services.

1. Gather the list of new Scholarship Tutors from Admissions
2. Confirm that all returning Scholarship Tutors are still on the scholarship from Financial Aid
3. Evaluate, train, support and assist student tutors
 - a. Determine who will be placed into each category: Individual Tutoring, Group Tutoring, Academic Success Mentor, Writing Skills, etc.
 - b. Plan and execute initial training of new tutors
 - c. Plan and execute training for returning tutors
 - d. Work with English Department to develop and update training for writing assistance tutoring as needed
 - e. Serve as a ready resource for tutors to support them in their role
4. Cast vision and promote the Tutoring Center on campus
 - a. Ensure the appropriate information can be found on Scholar and the Shorter Webpage
 - b. Ensure students are made aware of tutoring services through Happenings on the Hill, flyers; presentations in FCS courses, upper level courses, Athlete Study Hall, etc.
 - c. Participate in or provide information for Saturday at Shorter, Hawk Orientation, etc.
 - d. Make contact with faculty, coaches, and instructors of FCS courses regarding the Tutoring Center
5. Maintain accurate records and submit regular reports
 - a. Enter and monitor tutoring center data
 - b. Schedule all tutoring appointments-scheduling, sending reminders, following up with no shows, etc.
 - c. Complete weekly report regarding tutoring sessions
 - d. Conduct surveys of Faculty, Students, and Tutors each semester
 - e. Compile weekly reports and survey results into end of semester report
 - i. Total sessions held
 - ii. Number of tutors utilized
 - iii. Subjects that received tutoring
 - iv. Additional information

Testing Center

1. Work closely with the Director of Student Support Services to receive the list of students who are eligible to receive accommodations each semester
2. Create a Testing Center schedule (Academic Success Mentors serve as monitors)
3. Once a faculty member completes a Testing Center request form, contact the student to schedule a Testing Center appointment
4. Collect and return exams to professors
5. Create an End of Semester report reflecting data over the semester

Conditional Admit Students

1. Gather CA list and keep up records regarding students, workshop attendance, etc.
2. Order Academic Planners for CA students
3. Help develop and execute an effective workshop for the Map to Success program for Conditional Admits
4. Provide information for end of semester report

Academic Warning/Suspension Students and Financial Aid Suspension Students

1. Obtain the list of Academic Warning/Suspension students from the Registrar's Office
2. Obtain the list of Financial Aid Suspension students from Financial Aid
3. Reach out to the AW students and their advisors to make them aware of FCS 2000 course requirement
4. Monitor these students as they take courses at Shorter
5. Meet with and create Academic Plan for all students who are on Academic Probation or Financial Aid Suspension

FCS Courses

1. FCS 2000
 - a. Ensure that correct students are placed in this course
 - b. Select appropriate mentors to assist with this course
 - c. Oversee the mentors who will be working with the students in this course
 - d. Update course syllabus and content as needed
 - e. Teach FCS 2000 if eligible (fall and spring semester)
2. FCS 1010
 - a. Teach FCS 1010 if eligible (fall semester)

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