

## **TUTOR/TESTING COORDINATOR, PALESTINE CAMPUS**

### **GENERAL STATEMENT:**

Serve as tutor and testing coordinator at the Palestine Campus; Provides organization and supervision of student tutoring services and testing services.

### **REPORTS TO:**

Counselor/Assistant to the Provost, Palestine Campus

### **OCCUPATIONAL GROUP:**

Paraprofessional

**FLSA:** Exempt

### **QUALIFICATIONS FOR APPOINTMENT:**

#### **EDUCATION:**

Associate degree; Bachelor's degree preferred.

#### **LICENSE OR CERTIFICATION:**

None

#### **EXPERIENCE:**

Two (2) years of experience working with the public; Experience in an educational setting preferred.

#### **OTHER:**

Good people skills and communication skills. Good working knowledge of Microsoft Office, especially Excel.

### **DUTIES AND RESPONSIBILITIES:**

- Communicate with faculty to determine qualified applicants for tutoring employment.
- Schedule tutoring sessions.
- Maintain and update tutoring materials and supplies.
- Maintain tutor time sheets, reports, and tutee progress reports.
- Compile statistical data for end-of-semester report.
- Communicate with Palestine campus counseling office and with Athens Director of Testing to schedule, staff, and oversee standardized testing at the Palestine Campus.
- Assist library staff with proctoring class exams.
- Supervise the use of tutoring and testing rooms
- Coordinate registration of Cosmetology
- Other duties as assigned by appropriate supervisory personnel.

### **PHYSICAL REQUIREMENTS:**

- Within the general range of an office environment.

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*The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.*

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*Employee's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor's Signature*

\_\_\_\_\_  
*Date*

All TVCC positions are security sensitive and require a criminal background check.

*Approved: 12/18/2014*

*Revised: 12/9/2016*

*JD608*