

**Job Description/Title:** Tutorial Site Coordinator-TRIO/Upward Bound  
**Approved, Bargaining Unit President:**  
**Approved, MPC Associate Dean, Human Resources:**  
**Board Approved:** 7/31/2010

## MONTEREY PENINSULA COLLEGE

### TUTORIAL SITE COORDINATOR – TRIO/UPWARD BOUND

#### **Job Summary**

Under general supervision, plan and participate in a variety of complex and responsible support activities related to the TRIO/Upward Bound Program. Receive limited supervision within a broad framework of standard District policies and procedures. Coordinate the Afterschool Tutorial Service Component of the Upward Bound Program; explain college policies, procedures, standards and requirements; establish and maintain good public relations with staff, students, and the community at large.

#### **EXAMPLES OF FUNCTIONS**

##### **Essential Functions**

Coordinate the functioning of the day to day operation of the afterschool tutorial service component.

Oversee tutors in the day to day operation of the program.

Train tutors in the implementation of specialized tutoring strategies; assist in the planning, development and facilitation of tutor in-service training and staff meetings as necessary/directed.

Develop and maintain work schedules for tutors; monitor tutors' loads. Maintain payroll records for the tutors. Assign tutors to appropriate in-service training programs.

Supervise and assume responsibility for small groups of students; assist students as needed.

Work closely with TRIO/Coordinator and Counselor on matters related to students' academic progress.

Greet and assist visitors and telephone callers; provide information regarding the policies and procedures of the TRIO/Upward Bound Programs where judgment, knowledge and explanation of interpretations are necessary; serve as a resource person, liaison and major source of information to teachers, students, counselors and the local community

Analyze situations carefully and correctly and adopt an effective course of action; use diplomacy, tact, friendliness and poise; solve problems and respond to crises as appropriate.

Set up files for TRIO/Upward Bound students; input class rosters on program database; schedule room usage for tutors; provide follow-up on students' participation in the afterschool tutorial component; serve as liaison between students and different college departments.

Assist in the collection of student information, such as transcripts, permission slips, college application materials, and other related program documents. Maintain required records of student's progress; collect, evaluate and make recommendations regarding students' progress.

Maintain required confidentiality.

Process administrative details not requiring the immediate attention of supervisor.

Maintain textbook lending library.

Compose, prepare and distribute a variety of both paper and electronic documents including email, letters, bulk mailing, on-line forms, statistical reports, resolutions, manuals, final reports, and purchase requisitions, using a variety of software programs as needed. Revise, produce, organize and ship recruitment materials, office flyers and other relevant program information.

Select, requisition and maintain an inventory of instructional supplies and materials; arrange and operate special classroom equipment as needed; set up work areas and prepare/maintain materials; monitor/order office supplies as needed.

Receive, open, and route mail. Coordinate preparation of workshops, training seminars, and other meetings as needed; schedule events and appointments.

Participate in meetings related to needs of student in the services programs.

### **Other Functions**

Serve on college committees as assigned.

Perform other related duties as assigned.

Some travel may be required.

### **Employment Standards**

**Education and Experience** Any combination of education, experience and training that would indicate possession of the required knowledge, skills and abilities listed herein. For example, completion of approximately two years of college level course work, and two years of recent experience in an instructional/tutorial or coordination role.

#### **Knowledge**

Knowledge of: basic functions and procedures associated with a classroom/tutorial environment including learning and motivation; instructional materials and objectives used at education levels of Upward Bound students; application of curriculum as it applies to individual differences; basic needs and requirements of students, methodology for individualized instruction; current office methods and practices, a variety of computer software programs as needed to fulfill requirements of job; letter and report writing; mathematical computations; public and human relations techniques.

#### **Abilities**

Ability to: successfully train and oversee tutors; deal effectively with a wide variety of personalities and situations requiring diplomacy, tact, friendliness, poise and firmness; interpret, apply, and explain rules, regulations, policies and procedures; demonstrate an understanding, patient and receptive attitude toward student learning; demonstrate required skills associated with the assigned subject areas; understand and independently carry out oral and written instructions; prioritize tasks and do several tasks simultaneously; perform clerical tasks; use efficiently various types of office and classroom equipment; use web based learning programs and internet skills as needed; learn and successfully use new software programs as required; use good judgment in recognizing the scope of authority as delegated; analyze situations and make decisions on procedural and detail matters; work independently with little supervision; maintain confidentiality; use appropriate and correct English spelling, grammar

and punctuation; communicate satisfactorily in both oral and written form; use accurately and efficiently word processing and spreadsheet programs as needed; ; establish and maintain effective work relationships with those contacted in the performance of required duties; demonstrate an understanding of, sensitivity to and appreciation for, the academic, ethnic, socio-economic, disability and gender diversity of students and staff attending or working on a community college campus.

**Physical Effort/Work Environment:** Light to moderate physical effort; occasional standing or walking; periodic handling of lightweight parcels of up to 15 pounds. Indoor work environment.