

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED POSITION DESCRIPTION**

JOB TITLE: Tutorial Services Specialist

BASIC FUNCTION: Under the supervision of the area Dean, responsible for the organization and effective operation of tutorial services.

PROVIDES WORK OR LEAD DIRECTION TO: Short-Term employee(s) and/or Work Study student(s).

REPRESENTATIVE DUTIES:

1. Develops and implements policies and procedures for the effective operation of Tutorial Services.
2. Assists in planning the federal, state, and district budgets; and monitors expenditures.
3. Recruits, hires, trains, supervises, evaluates, promotes, and terminates student and classified hourly employees; assigns tasks and prepares and oversees work schedules to ensure adequate office coverage to accommodate the needs of students.
4. Assists in the selection and recommendation of classified personnel; trains, supervises, completes performance evaluations, assigns, reviews, and oversees their daily activities; signs absence affidavits, vacation requests, work orders and requisitions.
5. Plans and coordinates staff meeting, mini-conferences and workshops for review and revision of office procedures and etiquette as well as on-going training for Tutors; provides handouts for students to assist them in developing study skills.
6. Communicates with faculty and various department personnel in the assessment and provision of student needs; disseminates publicity concerning the Tutorial Program; and resolve inquiries, concerns, and issues not handled by support staff.
7. Participates in professional organizations to maintain an understanding of current ideas, research, and practices.
8. Participates in District-provided in-service training programs.
9. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
10. Performs other duties, related to the position, as assigned.

EDUCATION: A bachelor's degree from an accredited institution.

EXPERIENCE: Two years closely related experience in tutorial assistance and academic support service are required.

LICENSES/CERTIFICATIONS REQUIRED: None.

ABILITY TO: None.

OTHER: Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

CONTACTS: Co-workers, support staff, other departmental staff, faculty, volunteers, classified hourly employees, students, and the general public.

WORKING CONDITIONS: Normal office environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951)222-8039.