

JOB INFORMATION

Effective Date	3/17/2022
Job Code:	2360
Job Title:	Assistant Director, Tutorial Services
Salary Grade/Structure:	050 - Admin-Professional
Career Level Name:	M1 - First Level Manager
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	Student Engagement
Job Family:	Student Programs
Job Summary	The Assistant Director is responsible for oversight of the Tutor and Embedded Tutors and serves as a coordinator of contact for faculty who utilize embedded tutors. In the absence of the Director, the Assistant Director will be responsible for the daily operations of the Student Success Center. Supervises the recruiting, hiring and training of all tutors, as well as establish a tutor peer mentor program . Will actively participate in campus outreach, orientations, and recruitment events. It is expected that the Assistant Director of Tutoring will develop strong partnerships with faculty, students, and staff across the university to strengthen the tutorial services of the SSC

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/ Preferred	
Master's Degree		Required	

Work Experience

Experience	Experience Details	Required/ Preferred	
Some	Three or more years of experience developing and implementing programming as well as experience tutoring college students.	Required	
Less than 3 yrs	Experience hiring, training, and supervising others.	Required	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	
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Knowledge, Skills and Abilities

KSAs	Proficiency
<ul style="list-style-type: none"> Knowledge of College Student Development Theory and program and learning outcomes assessments. 	Proficient
<ul style="list-style-type: none"> Knowledge of different tutorial models. 	Proficient
<ul style="list-style-type: none"> Knowledge and skills in working with students from culturally diverse backgrounds as well as students with disabilities. 	Proficient
<ul style="list-style-type: none"> Ability to learn and understand PeopleSoft and Microsoft Office suite programs. 	Skilled
<ul style="list-style-type: none"> Must be highly organized with the ability to prioritize tasks. 	Proficient
<ul style="list-style-type: none"> Must have strong and effective communication skills with a passion for helping students. 	Proficient

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> Oversee the daily operations of the tutoring and embedded tutoring program. Prepare and monitor tutor schedules and tutor/ET session attendance records in an effort to optimize tutor and ET availability to students and to ensure tutors remain current on various learning skill development and student support practices. 	40%
<ul style="list-style-type: none"> Evaluate tutorial and ET activities by developing tools in which feedback is available and interpreted to ensure the tutoring and ET programs remain relevant on campus. Develop and maintain a comprehensive programmatic assessment plan for both tutoring and embedded tutoring programs. Align program goals and learning objective with those of the Student Success Center, Division of Student Services and Initiatives, as well as the University of Houston-Clear Lake. 	10%
<ul style="list-style-type: none"> Participate in the recruitment, hiring, training, and supervision of tutoring and embedded tutoring program. 	10%
<ul style="list-style-type: none"> Build relationships with faculty across campus in an effort to enhance tutoring and embedded tutoring programs by developing a current working knowledge of student academic support needs. 	10%
<ul style="list-style-type: none"> In the absence of the Director oversee the daily operations of the Student Success Center. 	15%
<ul style="list-style-type: none"> Enact innovative marketing program for Tutoring and Embedded Tutoring programs. 	5%
<ul style="list-style-type: none"> Participate in Student Success Center outreach to students referred through early alert, mid-term grade, and academic suspension counseling programs. 	5%
<ul style="list-style-type: none"> Other related duties as assigned. 	5%

PRE-EMPLOYMENT

MVR:	Yes
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description
0%	