# Classification Description

**Job Title:** **Coordinator, Peer Tutoring** **Pay Grade:** **111**

**Job Code:** **4243** **FLSA Status:** **Exempt**

## Job Purpose

The Coordinator, Peer Tutoring coordinates recruiting, hiring, training, and scheduling of students for FSW's Peer Tutoring program. Through ongoing collaboration with College faculty, the Coordinator, Peer Tutoring identifies qualified students to tutor other students within the Peer Tutoring Centers located at the Charlotte, Collier, and Lee campus libraries. This position reports to the Assistant Vice President of Library Services and is based at the Lee Campus.

## General Responsibilities

### Essential Functions

Provides leadership and guidance for the College-wide Peer Tutoring program.

Establishes ongoing relationships with faculty and department heads to identify qualified students.

Identifies areas of need within the Peer Tutoring program and hires student Peer Tutors to fill those needs.

Manages a Peer Tutoring payroll budget.

Consults with and follows at the direction and guidance of Senior Coordinators (Math and Writing) to ensure that Peer Tutors are providing accurate and effective discipline-related content for tutoring instruction, and for workshop development and presentations.

Recruits, trains, schedules, supervises, and provides feedback on performance to any assigned student Peer Tutor.

Collaborates with the Senior Coordinators to establish and monitor area/unit goals in support of student success.

Collaborates with the Senior Coordinators to serve as liaison to faculty to ensure the seamless integration of classroom and center-based activities.

Ensures that the collection of student-related data and the preparation and submission of required reports (end of semester narrative and data reports) are completed timely and accurately.

Monitors and makes recommendations to the Senior Coordinator, College Tutoring for FSW web presence, digital signage, hardware, and software, which supplement student learning/information and /or warehouse data collection for ASPs, such as Tutor Trac or a similar product.

Analyzes student data from designated Center to identify trends and makes recommendations accordingly to the Senior Coordinators within Library Services.

Plans and conducts regular meetings within the Peer Tutoring service area.

Reviews staffing plans and monitors staff performance for the designated tutorial service area in collaboration with the Senior Coordinators.

Approves timesheets for hourly personnel, ensuring time is accurately documented.

Participates in ongoing professional development and stays informed of new and best practices for learning support and tutorial support programs.

Serves as a member of the Tutoring Center leadership team along with the Senior Coordinators.

Serves on College/campus committees, as directed.

Occasional travel to other campus locations required.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job-related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can perform the essential functions of this job with or without reasonable accommodation.

## Knowledge, Skills and Abilities

### Minimum Qualifications

Bachelor's degree from a regionally accredited institution of higher education.

One (1) year of full-time, professional work experience in a related position in an educational setting. An appropriate combination of education and experience may be substituted.

One (1) year of experience providing supervision and management as part of prior professional responsibilities.

Ability to independently travel to all FSW campuses in Lee, Charlotte, Collier and Hendry-Glades counties and other locations for College business.

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Make presentations in front of various group sizes.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

## Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

## Work Conditions/Physical Demands/Special Conditions

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

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| Environmental: | Normal general office. |
| Mental: | Routinely requires the ability to interpret, analyze and perform critical thinking skills. |

Approved: March 5, 2024. Revised: July 1, 2024, and April 21, 2025..