



VACANCY ANNOUNCEMENT

Position Title: Tutoring Services Coordinator

Position #: 400360

Position Status: Full-Time

Reports To: Director of Student Success and Engagement

DUTIES AND RESPONSIBILITIES:

The Tutoring Services Coordinator assists the Learning Commons and Student Engagement Coordinator with the operation of the Academic Success Center. In addition, the Tutor supports the academic success of students by providing academic support, group and individual tutoring, and academic support workshops. This individual is also responsible for the training and mentoring of peer tutors.

1. Provide individual and group tutoring assistance to students, including, but not limited to, subject specific content, study skills, and college success strategies.
2. Facilitate labs and workshops to develop math, science, writing, word processing, study, and other academic skills.
3. Coordinate with the Director of Student Success and Engagement to recruit, screen, hire, train, orient, mentor, and schedule peer tutors.
4. Maintain and update student files and records, ensuring that ethical and legal guidelines are maintained.
5. Assist the Director of Student Success and Engagement in the planning of tutor training sessions and updating policy manuals.
6. Collaborate with faculty and staff to develop tutorial support and programing that will promote successful outcomes for the students in curriculum courses.
7. Research and select learning materials, textbooks, software, and equipment to facilitate tutoring; may design specific handouts and study materials.
8. Assist students and instructors with electronic tutor programs like TutorMe.
9. Participate in tutoring program evaluations as well as assessing student learning outcomes of workshops and services.
10. Collect data relevant for reporting student use of tutoring and generate reports that assist in the evaluation of student outcomes, as well as reporting required information as requested.
11. Promote tutoring services to students and faculty through classroom visits, campus events, flyers, email, and other digital and print mediums.
12. Learn general functions of the Learning Commons and provide facility coverage as needed.
13. Ability to work flexible schedule and extended hours during exam weeks.
14. Perform additional duties as assigned

See Human Resources for a complete job description.

MINIMUM QUALIFICATIONS:

- Associate Degree from an accredited institution
- Strong knowledge of academic subjects including Math, Science, and English.

PREFERRED QUALIFICATIONS:

- Bachelor's Degree from an accredited institution
- Experience in a related field
- Excellent verbal and written communication skills.
- Demonstrated experience in facilitating single and group tutoring
- Experience with software, educational tools, and/or computer programs.
- Demonstrated commitment to supporting and serving diverse student populations, with special emphasis on first-generation, low-income, and students of color.

SALARY:

\$27,000 - \$30,000 with an excellent and highly competitive benefits package including PERA retirement, health, vision, dental, life insurance, and sick and annual leave

166 Day Contract – 9-month renewable academic year position (August-May)

APPLICATION INSTRUCTIONS**For consideration, an applicant file must contain:**

1. Cover letter that addresses the minimum and preferred qualifications
2. Resume
3. Copies of transcripts (A.A., B.A., and M.A.)
4. Names, addresses, and phone numbers of 3 professional references

APPLICATION DEADLINE

Open Until Filled – 1st review of applications will be July 19, 2023

POSITION START DATE:

August 15, 2023

Submit Application Packet To:

Otero College
Attn: Kelsey Barbee
Director of Human Resources
1802 Colorado Ave
La Junta, CO 81050

FAX: (719) 384-6947

Or Email To: kelsey.barbee@otero.edu

Inquiries May Be Directed To:

Kelsey Barbee
(719) 384-6824

Applicants must submit to and pass a background check before an offer of employment can be extended.

****Please Note: Otero College is not able to provide sponsorship for applicants who do not currently have the legal right to work in the United States or require transfer of a Visa.****

****Must be a resident of the State of Colorado or able to relocate to Colorado prior to the first date of employment. ****

Notice of Non-Discrimination

Otero College prohibits all forms of discrimination and harassment including those that violate federal and state law or the State Board for Community Colleges and Occupational Education Board Policies 3-120 and 4-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. Otero College will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and participation in vocational education programs.

The College has designated Kelsey Barbee, Director of Human Resources, as its AFFIRMATIVE ACTION (AA), OFFICER, EQUAL OPPORTUNITY (EO), AND TITLE IX COORDINATOR with the responsibility to coordinate its civil rights compliance activities and grievance procedures. If you have any questions, please contact Kelsey Barbee, Director of Human Resources at 719-384-6824, kelsey.barbee@otero.edu, or 1802 Colorado Ave. McDivitt Hall RM# 140, La Junta, CO 81050.

You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.

The Federal Clery Act (The Student Right to Know and Campus Security Act of 1990) requires all institutions of higher learning to make available to prospective employees the agency's Annual Security Report/Campus Crime Statistics. A paper copy of this report can be obtained at the Student Services Center upon request or at: <http://www.ojc.edu/content/marketing/catalog.pdf>. This report includes statistics for the previous three years concerning crimes that occurred on campus or on property controlled or owned by Otero College, as well as public property within, or immediately adjacent to and accessible from, our campus.

Former employees of the Colorado Community College System or one of its 13 colleges, who were disciplinarily terminated or resigned in lieu of termination, must disclose this information in your application packet

Qualified protected class individuals are encouraged to apply

Otero College must comply with the Immigration Reform and Control Act of 1986. If hired you will be required to provide documents to show your identity and authorization to work. In addition, Colorado fiscal rules require direct deposit for all new employees.

ABOUT OTERO COLLEGE:

Founded in 1941, Otero College is an accredited Hispanic Serving Institution and is a state two-year community college with approximately 1500 students (1250 FTE) made up of traditional, non-traditional and international students. The college is governed by the State Board for Community Colleges and Occupational Education. Otero is located on an attractive 40-acre campus on the southern edge of La Junta, Colorado. The college is a full-service campus with dormitory housing, food service, men's and women's varsity intercollegiate athletics, and state-of-the-art educational technology. The city of La Junta has a population of approximately 8,000 and is located on Highway 50, sixty miles east of Pueblo. The college serves the residents of Otero, Bent, and Crowley counties. This rural geographic area in southeast Colorado is primarily agriculture based and has a population of approximately 33,000 people. Students at Otero can earn degrees in Associate of Arts, Associate of Science, Associate of Applied Science, Associate of General Studies or an Associate Degree in Nursing. Students who wish to pursue vocational occupations will find over a dozen one- and two-year certificate programs available. Career and Technical Education certificate programs at Otero include:

- Advanced Ag/Business Management
- ABM Financial Analysis
- Ag/Business Marketing and Risk Management
- ABM Records and Business Planning
- Rural Business Entrepreneurship
- Cosmetology
- Hair Stylist
- Nail Technician
- Esthetician
- Crop Production
- Intro to Horticulture
- Horticulture
- Emergency Medical Technician
- EMT Intermediate
- Community Health Worker
- Law Enforcement Training Academy
- Livestock Production
- Agriculture Production Management
- Artificial Insemination

Nurse Aide
Practical Nursing
Phlebotomy
Oxyacetylene
Welding Fundamentals I
Welding Fundamentals II
Welding Production
Advanced Welding Pipe
Advanced Welding Railroad

To learn more about Otero College, visit the college's website at www.otero.edu.

OTERO MISSION STATEMENT:

To provide quality higher education that is accessible, transforms lives, expands employment opportunities, enriches our communities, promotes individual and global cultural diversity, and fosters economic development.