



## 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 at Otero College is responsible for overseeing the comprehensive tutoring program to ensure academic support for all students. The coordinator will collaborate closely with the Director of Student Success & Engagement to recruit, screen, hire, train, orient, mentor, and schedule tutors. The primary goal of this position is to enhance student learning experiences by providing targeted academic assistance, promoting peer-to-peer learning, and fostering a supportive educational environment.

1. Collaborate with the Director of Student Success & Engagement to identify tutoring needs across various subjects and courses.
2. Recruit, screen, and interview potential peer tutors to ensure they meet the academic requirements and possess effective communication skills.
3. Develop comprehensive training programs for new tutors, covering tutoring techniques, effective communication, and confidentiality policies.
4. Provide ongoing mentorship and support to tutors, helping them develop tutoring strategies, communication skills, and subject-specific expertise.
5. Organize regular meetings and workshops to facilitate peer-to-peer learning among tutors and enhance their tutoring skills.
6. Collaborate with faculty and students to determine tutoring schedules that align with academic needs and student availability.
7. Efficiently schedule tutoring sessions, ensuring adequate coverage for various subjects and accommodating students' schedules.
8. Work closely with faculty and academic departments to identify trends and academic challenges faced by students.
9. Develop targeted tutoring programs to address specific academic needs, promoting student engagement and success.
10. Collect and analyze data to assess the effectiveness of tutoring programs, making data-driven recommendations for continuous improvement.
11. Provide individual and group tutoring assistance to students, including, but not limited to, subject specific content, study skills, and college success strategies.
12. Maintain and update student files and records through Navigate.
13. Research, select, and provide appropriate learning materials, textbooks, software, and equipment to facilitate effective tutoring.
14. Assist students and instructors with electronic tutor programs like TutorMe.

15. Promote tutoring services to students and faculty through classroom visits, campus events, flyers, email, and other digital and print mediums.
16. Actively engage with the college community to raise awareness about the available tutoring services.
17. Learn general functions of the Learning Commons and provide facility coverage as needed.
18. Ability to work a schedule that meets the demands of the students, which may include extended hours during exam weeks to provide additional support.

*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.
- Demonstrated experience in tutoring, mentoring, or teaching, preferably at the college level.
- Commitment to supporting diverse populations.
- Excellent verbal and written communication skills.
- Experience with software, educational tools, and/or computer programs.

### **PREFERRED QUALIFICATIONS:**

- Bachelor degree from an accredited institution

### **SALARY:**

\$27,000 - \$30,000 with excellent benefit package including PERA retirement, health, vision, dental, life insurance and paid annual and sick 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.) (Official transcripts requested upon hire) - As part of our commitment to a fair hiring process, we invite you to redact any information from your transcripts that may be confidential/protected under law, including your age, date of birth, or dates of attendance/graduation.
4. Names, addresses, and phone numbers of 3 professional references

### **APPLICATION DEADLINE**

Open Until Filled – 1<sup>st</sup> review of applications will be July 12, 2024

### **POSITION START DATE:**

August 13, 2024

**Submit Application Packet To:**

Otero Junior College  
Attn: Kelsey Barbee  
Assistant Director of Human Resources  
1802 Colorado Ave  
La Junta, CO 81050  
FAX: (719) 384-6947

**Or Email To:** [kelsey.barbee@otero.edu](mailto: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 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](mailto: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 Cleary 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](http://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.