Job Title	Coordinator of Tutor Support
PVN ID	VA-1708-001981
Category	Instruction and Social Service
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	CUNY Tutor Corps
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Oct 07, 2017 (Or Until Filled)

General Description

Reporting to the Director of the Tutor Corps, the Coordinator of Tutor Support will be responsible for developing meaningful professional support for our tutors as they serve NYC public middle and high schools.

Other Duties

• Collect and utilize regular feedback from tutors to design local support systems for them.
• Communicate with Classroom Specialists regarding tutors' support needs.
• Coordinate monthly professional development sessions for tutors.
• Track PD attendance and evaluations.
• Track and support tutors' STEM coursework by organizing resources specific to their needs.
• Work with the rest of the Tutor Corps staff to ensure that our tutors are supported and successful.

Qualifications

• Undergraduate degree required
• Excellent interpersonal skills: the ability to work effectively with staff, tutors, and different campus staff
• Excellent verbal and written communications skills.
• Enthusiasm, commitment to excellence, highly organized and detail oriented.
• Strong knowledge of social media a plus.
• Background in mathematics or computer science a plus.
• Experience with Formstack a plus.