

POSITION VACANCY

Peer Tutor Coordinator, Office of Academic Success

Westminster College, New Wilmington, PA, seeks student-oriented candidates to coordinate the peer tutoring program in the Office of Academic Success. A successful candidate will be poised to work with staff across the College to deliver an effective tutoring program that enhances students' academic performance. This position reports to the Director of the Office of Academic Success.

Excellent candidates for the position will:

1. Hold at least a baccalaureate degree in a relevant field and/or have previous experience with tutoring college students. Preference will be given to applicants with a master's degree in a relevant field and knowledge of learning theory and college success strategies.
2. Demonstrate initiative, organization, and flexibility in working with college students. The ability to work effectively in both autonomous and collaborative environments is important, as is the ability to work on occasional evenings and weekends.
3. Recruit, train, supervise, and evaluate qualified and diverse peer tutors from across academic disciplines.
4. Manage payroll processes for peer tutors as appropriate.
5. Triage and respond to student requests for tutoring and other academic support services.
6. Leverage technologies for both in-person and online tutoring services.
7. Track and analyze key metrics of student learning and success for regular assessment reports from the Office of Academic Success.
8. Maintain and expand the program's College Reading and Learning Center International Tutor Training Certification.
9. Support the Director in promoting the Office's services and resources to current and prospective students, developing and providing student success workshops and other programs, and serving as a liaison to faculty, staff, and other offices.
10. Demonstrate strong verbal, written, and presentation skills.

Applications will be accepted until an appointment is made. Please email cover letter, curriculum vitae or resume, and a list of at least three professional references to Jessica Shelenberger, Director of the Office of Academic Success, shelenjp@westminster.edu. Any offer of employment is subject to receipt by Westminster College of satisfactory references, verification of employment and education, and Act 153 background clearances.

Westminster College is an Equal Opportunity Employer.