

Library Tutoring Coordinator – Part-time, 20 hours/week (Temporary)
Library and Information Services

Position Summary: Assists the Library Academic Support Manager in the planning, development, implementation and assessment of Westmont College's General Education and STEM peer tutoring program.

Qualifications

Requires minimum education of B.A. Personal affirmation of the Christian mission of Westmont College and the Community Life Statement and adherence to its behavioral expectations is required.

Other requirements include:

- Demonstrated skill in data analysis and assessment.
- Ability to learn, apply, and troubleshoot various software applications, including Microsoft Excel, for evaluation of student success.
- Effective written and oral communication skills with all stakeholders - library staff, college faculty and administration, and student tutors.
- Teaching and/or college peer tutoring experience.

Essential Duties:

- Hires, trains, and supervises student staff to assist in providing peer tutoring and other student support consistent with CRLA Level 1 and 2 International Tutor Training Program Certification (ITTPC).
- Maintains records of tutoring program and drafts reports for departmental, campus-wide, external (CRLA), and special assessment of library tutoring and student success initiatives.
- Remains current on best practices in pedagogy, student support, and academic peer assistance.
- Partners with faculty and co-curricular partners (e.g., Student Success Coaches) to promote and integrate library services that support student engagement and success, recruitment, and retention.
- Expectations for workplace demeanor include but are not limited to: working collaboratively and harmoniously with co-workers, customers and others by sharing ideas and resources willingly, constructively and positively; listening to and objectively and respectfully considering the ideas and perspectives of others; readily admitting and correcting personal mistakes; meeting commitments; keeping your supervisor and others who may be affected informed about work progress; addressing problems willingly and constructively to discover practical and lasting solutions acceptable to all parties; working promptly toward reconciliation
- Other duties as assigned.