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<b>Job Title</b>	ACCESS Tutoring and Administrative Coordinator
<b>PVN ID</b>	ME-2409-006479
<b>Category</b>	Administrative Services
<b>Location</b>	MEDGAR EVERS COLLEGE
<b>Department</b>	Academic Center for Excellence in Studen
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$50,000.00 - \$58,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Nov 21, 2024 (Or Until Filled)

## General Description

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The ACCESS Tutoring and Administrative Coordinator position will be part of the Academic Center for Excellence in Student Support (ACCESS) team. The Center is designed to support student success by offering academic support to students who are experiencing academic difficulties and to students who are succeeding. The goal is to enrich and improve student performance, persistence and retention. The ACCESS Tutoring and Administrative Coordinator will support the Director of ACCESS and EAB Navigate Analytics and Retention Coordinator to create a supportive learning environment that will promote improved performance, persistence and retention. In this role, the ACCESS Tutoring and Administrative Coordinator will support the Director of Academic Center for Excellence in Student Support (ACCESS) and the ACCESS team to supervise and train tutors. Organize professional development workshops for tutors and help the ACCESS Director to cultivate an engaging learning environment to increase the performance, grades and retention of at-risk students and all students at Medgar Evers College (MEC).

The ACCESS Tutoring and Administrative Coordinator will access data and troubleshoot support as needed to run an effective tutoring center. The Coordinator will identify at-risk students and provide these students with tutoring schedules and learning opportunities. In this capacity, the ACCESS Tutoring and Administrative Coordinator will manage the tutoring schedule of ACCESS tutors and will supervise and report on tutors' attendance to the Predominantly Black Institutions (PBI) program staff on payroll days.

The ACCESS Tutoring and Administrative Coordinator will also work with ACCESS Director in outreach. Collaborating with SEEK, ASAP, TRIO SSS and Freshman Year Program (FYP) and faculty, the ACCESS Tutoring and Administrative Coordinator will seek out these programs in regards to the schedules of their workshops (i.e. multiple repeaters) and tutoring sessions from their departments to add them into the EAB Navigate system and reach out to faculty and department Chairs to hire and recommend tutors that graduated from MEC or outside tutors (Master tutors) and tutors not connected to a course. In this role the Tutoring and Administrative Coordinator would be interfacing with faculty and work with the ACCESS Director on centralizing all tutoring offerings on campus. The Coordinator will also provide administrative support to the ACCESS Director and EAB Navigate Analytics and Retention Coordinator to monitor and keep track of data in response to tutoring and the support of Medgar Evers College students.

To help the ACESS team with maximizing the capacity of the tutoring center, the ACESS Tutoring and Administrative Coordinator will provide tutoring reports for the ACESS team as well as for Office of Academic Affairs (OAA), the Predominantly Black Institutions (PBI) Director and the external evaluator team as needed. In addition, the ACESS Tutoring and Administrative Coordinator will perform all administrative duties as needed to support ACESS.

## Other Duties

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- Other duties as assigned

## Qualifications

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- Bachelor's degree required or Graduate student in the social science field or a candidate with a MA in Education, Counseling or disciplines offered by the college.
- Three years experience in a student services capacity such as, but not limited to student program development, implementation, and evaluation particularly prevention and intervention work with at risk and first-generation college students.
- 3-5 years of professional experience working in higher education or related setting.
- Proven skills working Microsoft Office Suite computer applications; working knowledge of EAB Navigate; ability to use electronic media i.e. group texting and website resources to assist participants and ability to work with campus communities.
- Excellent written and oral communication skills; demonstrate ability to successfully work with target populations.
- Ability to work with Medgar Evers College (MEC) leadership staff, faculty, staff and students in a professional manner.
- Position requires a candidate to have strong organizational skills and ability to work individually or in a group format.
- Experience tutoring and/or working with at-risk college students and providing access to opportunities and resources for MEC students by referring the student to EAB Navigate Analytics and Retention Coordinator and ACESS Director.