

Learning/Tutorial Specialist

East Arkansas Community College is accepting applications for the position of Learning/Tutorial Specialist.

POSITION SUMMARY

The Learning/Tutorial Specialist is responsible for but not limited to soliciting of and participation in hiring tutors, planning and implementation of tutor training, tutor scheduling, supervision and evaluation of tutors, managing a participant caseload, preparing various reports and conducting various workshops.

TYPICAL FUNCTIONS

Supervise day to day operations of the peer tutoring program, recruit, interview, hire, supervise and evaluate peer and professional tutors, develop and coordinate activities to promote and publicize services, maintain all related records, provide other job related duties as assigned.

KNOWLEDGE, ABILITY, AND SKILLS

Experience in coordinating, developing, planning, and monitoring all aspects of a tutorial program. Demonstrated ability to communicate effectively with students, staff, and faculty from diverse backgrounds. Preference will be given to applicants with previous community college experience and experience in serving economically challenged, academically underprepared and/or first generation college students.

MINIMUM QUALIFICATIONS

Master's degree in education or closely related field preferred, Bachelor degree required. Two years of experience in higher education.

Please submit an EACC application, resume, and transcripts to EACC Human Resources Office @ 1700 Newcastle Road, Forrest City, AR 72335, or online @ www.eacc.edu. Review of applications will begin immediately and continue until position is filled.

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