

MESA STATE COLLEGE
ANNOUNCEMENT OF POSITION VACANCY
Coordinator of Tutorial Services
(DEADLINE EXTENDED)

RESPONSIBILITIES: The Coordinator is responsible for recruiting, hiring, training, and supervising peer tutors; coordinating and teaching tutor training classes consistent with the College Reading and Learning Association (CRLA) accreditation, evaluating tutorial program staff and services provided; working with staff and faculty to recruit academically superior students with leadership abilities to work as peer tutors; overseeing the Tutorial Services budget and updating that budget monthly with Director of Advising and Academic Services; and, promoting the Tutoring Program within the campus community and nationally.

EDUCATION & EXPERIENCE: Requires an earned Bachelor's degree from a regionally accredited four-year college or university in an appropriate discipline, effective communication skills and strong interpersonal relationship abilities, supervisory experience, and tutoring, supplemental instruction, or teaching experience in higher education. Preferred qualifications are Master's degree and/or experience working with adults with physical or learning disabilities.

TYPE OF APPOINTMENT: Full-time administrative appointment.

SALARY: Salary commensurate with education and experience. Includes excellent health and retirement benefits.

APPLICATION DEADLINE: Open until filled. To ensure consideration, complete applications should be received by January 15, 2010.

APPLICATION: Submit a cover letter describing qualifications and experience as they relate to the specific requirements and responsibilities of this position, current resume, a copy of transcripts for all degrees completed (official transcripts will be required upon hire), voluntary affirmative action form (available at <http://www.mesastate.edu/hr/documents/Form-Affirmativeaction.pdf>) and the names, phone numbers and e-mail addresses of three professional references to:

Coordinator of Tutorial Services Search Committee
Human Resources, LHH 237
Mesa State College
1100 North Avenue
Grand Junction, Colorado 81501-3122
Phone: 970 248-1820

Mesa State College is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final applicants being considered for employment. Background investigations include reference checks, a criminal history record check, and when appropriate, a financial and/or motor vehicle history. Mesa State College is an Affirmative Action/Equal Opportunity Employer, committed to a culturally diverse faculty, staff and student body.