**KIN TUTOR COORDINATOR**

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| Job Description |
| * Reporting to and maintaining regular communication with the VP Academic and School of Kinesiology Student Engagement Officer in a timely and professional manner * Assisting in collaborative efforts to plan tutor training session (last week of August or first week of September 2015) * Hiring and liaising with student tutors and ensuring attendance is logged at tutoring sessions * Ensuring sessions provided are adequate for student needs and identifying opportunities for improvement * Maintaining an effective and respectful learning environment for all parties involved in the program * Communicating with the VP Academic, Student Engagement Officer, Professors, Teaching Assistants and Tutors in a timely and professional manner, as needed * Providing help and support to tutors and students (regarding specific courses, study tips, KIN advice, etc.) * Collaborating with the Kinesiology Student Engagement Officer to identify needs and deliver ongoing skill development for tutors throughout the school year |

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| Duties |
| * Managing multiple schedules * Communication with tutors, students, the KUS and website coordinators * Creating ways to actively advertise the program * Collaborating with Kinesiology Student Engagement Officer and TA’s to develop and deliver “How to Handle KIN” workshops – Minimum 2 per semester * Working with tutors and TA’s to develop course-specific sample questions for the purpose of tutoring sessions * Possibly attending and participating in a Community of Practice for student tutors and academic coaches across campus |

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| Qualifications |
| * Have excellent communication and time management skills * Have experience in tutoring or teaching * Be flexible when accommodating multiple schedules at once * Be approachable for both students and tutors * Have demonstrated commitment to ongoing quality improvement and enhanced service delivery for improving student learning through the tutoring program |

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| Application & Position Details |
| * Position Available: 1 * Position Length: June 2015 – April 2016 * Application Deadline: April 17th, 2015 @11:59PM * Contact: [kus.academic@gmail.com](mailto:kus.academic@gmail.com) (Miranda Harris) * Note: This is a volunteer position. |

**If you’re interested in applying as a Kin Tutor Coordinator, please fill out the application below and submit it to** [kus.academic@gmail.com](mailto:kus.academic@gmail.com). **Successful candidates will be contacted for an interview. Thank you for your interest and we look forward to reviewing your application!**

**Name:**

**Student Number:**

**Email:**

**Phone Number:**

**Year in Kinesiology (2015/2016):**

**1. What interests you most about becoming the tutoring coordinator?**

**2. What experiences (employment, volunteer, etc.) do you bring to this position?**

**3. What qualities would you look for in a potential tutor?**

**4. What qualities do you possess that would make you the ideal candidate for this position?**

**5. Describe how you would interact with a first year student who emailed you with a complaint that their tutor never showed up for their session and their midterm was the following week. How would you handle the situation with the tutor?**

**6. Depending on the time of the year, the demands of coordinating the tutoring program can change vastly, how would you deal with this?**