**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 (Miranda Harris)
* Note: This is a volunteer position.
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**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. **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?**