

Job Description

Position Title:	Tutoring Coordinator		
Business Unit:	Office of Student Success (OSS)	Status:	Contract (10 months)
Reporting to:	Director of Student Success	Salary Range:	22 hours per week

Background:	<p><u>University Overview</u></p> <p>Founded in 1893, Southwestern Adventist University is a 501(c)(3) faith-based institution located in Johnson County, Texas. As the only four-year degree-granting university in the county, Southwestern Adventist University is an important community stakeholder that links education with action by building knowledge, increasing faith, and providing service.</p> <p><u>University Vision</u></p> <p>Southwestern Adventist University seeks to be a community that supports academic, spiritual, physical, and emotional wholeness encouraging all members to find their purpose and lead lives of service.</p> <p><u>University Mission</u></p> <p>The University’s Mission statement is “Inspiring knowledge, faith, and service through Christ-centered education.”</p>
Position:	<p>The Tutoring Coordinator supports the Office of Student Success by overseeing evening tutoring operations, supervising peer tutors, and promoting tutoring services to increase student engagement and academic success. This role focuses on maintaining consistent, high-quality tutoring services while creating accessible, low-pressure opportunities for students to connect with academic support.</p>

Responsibilities:

Tutoring Operations & Supervision

- Oversee evening tutoring sessions Monday–Thursday (6:00–9:00 PM)
- Maintain office hours
- Supervise peer tutors and provide real-time support to tutors and students
- Ensure adequate tutor coverage across subject areas
- Support occasional extended hours (e.g., Sundays or finals week)

Tutor Management

- Assist with hiring, onboarding, and training of peer tutors
- Manage tutor schedules and coordinate coverage
- Approve tutor timesheets and maintain accurate records

Tutoring Promotion & Engagement

- Promote tutoring services through weekly communications and outreach
- Develop and share tutor spotlights to increase student awareness and connection
- Coordinate tutoring-focused engagement opportunities (e.g., study nights, exam prep sessions)
- Support awareness and access to online tutoring platforms (e.g., Tutor.com)

Course-Based Academic Support

- Coordinate short-term, course-specific study groups based on student need or faculty request as needed
- Collaborate with faculty and OSS staff as needed to identify high-need courses and support strategies

Program Support & Tracking

- Track tutoring attendance and usage trends
- Provide basic reports on tutoring engagement

Collaboration

- Work closely with the Office of Student Success team to align tutoring with student needs
- Support OSS initiatives and events as needed

	<p><u>Other Responsibilities</u></p> <ul style="list-style-type: none"> ▪ Duties as assigned
<p>Requirements:</p>	<p><u>Primary Requirement</u></p> <p>Must have strongly expressed a commitment to Jesus Christ, the teachings and mission of the Seventh-day Adventist Church, be a member of the Seventh-day Adventist church in good and regular standing, and have a desire to serve in a cooperative, spiritually redemptive, and soul-winning atmosphere.</p> <p><u>Other Requirements</u></p> <ul style="list-style-type: none"> • Bachelor's degree preferred. • Prior experience in academic advising, enrollment management, or student services preferred. • Knowledge of higher education policies, procedures, and regulations related to admissions and student advising. • Strong interpersonal skills and ability to build rapport with students from diverse backgrounds. • Excellent communication and presentation skills. • Ability to work independently and collaboratively in a fast-paced environment. • Proficiency in student information systems and advising tools. • Commitment to student-centered advising practices and fostering student success. • Other duties as assigned.
<p>Knowledge, Skills & Abilities</p>	<ul style="list-style-type: none"> • Knowledge of advising practices and principles. • Knowledge of university curriculum requirements. • Ability to formulate plans; determine program direction; and evaluate services effectively. • Skill in both verbal and written communication. • Ability to work with a team.

<p>Work Conditions & Environment:</p>	<p>Job Conditions: Computer use, Fast-paced work, Fluent in speaking, reading, and writing English.</p> <p>Occasional: Working on weekends</p> <p>Environment: Frequent: Indoor. Occasional: Outdoor, Wet/Dry Conditions, Cold/Heat (due to retreats, travel or camping) and Noise/Vibrations.</p>
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This job description is not intended to be complete or limiting – the role will require a proactive and flexible approach to be successful.

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