

Job Description

Position Title:	Tutoring Coordinator		
Business Unit:	Office of Student Success (OSS)	Status:	Contract (10 months) Title V Student Success Grant
Reporting to:	Director of Student Success	Salary Range:	20 hours per week

Background:	<p><u>University Overview</u> 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> 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> The University's Mission statement is "Inspiring knowledge, faith, and service through Christ-centered education."</p>
Position:	<p>The Student Success Coach – Evening Tutoring Coordinator oversees and facilitates the evening tutoring program, providing academic support services to students outside traditional business hours. This role ensures the smooth operation of tutoring services, including scheduling, supervision, and promotion, while also coordinating with faculty, peer tutors, and student support platforms. The position contributes to student development through workshops and collaborates closely with the Student Success Advisor. Performance will be measured in alignment with grant deliverables and institutional goals.</p> <p>This position is grant-funded through Title V Student Success and is contingent upon the continued availability of funds. The position supports the Office of Student Success, and responsibilities may include data tracking, reporting, and program coordination in alignment with grant objectives.</p>
Responsibilities:	<ul style="list-style-type: none"> • Coordinate peer tutoring activities, assist with scheduling, and verify submitted timesheets. • Collaborate with Student Success Advisors to ensure quality and effective coverage of tutoring services. • Lead onboarding and ongoing training for peer tutors, ensuring alignment with academic support best practices. • Facilitate at least one Student Success Workshop per semester on academic strategies and success skills. • Manage and promote usage of online tutoring platforms (e.g., Tutor.com); serve as a liaison between tutors, students, and the Office of Student Success. • Track and report tutoring attendance, engagement trends, and academic outcomes. • Promote tutoring services through outreach campaigns, events, and communication materials.

	<ul style="list-style-type: none"> • Support coordination of Student Success and Enrollment events for student retention. • Duties as assigned.
Primary Requirement:	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.
Knowledge, Skills & Abilities:	<ul style="list-style-type: none"> • Bachelor's degree in Education, Student Affairs, or related field required. • Experience in academic advising, enrollment management, or student services preferred. • Knowledge of admissions, advising policies, and higher education regulations. • Strong interpersonal and communication skills, with the ability to engage students from diverse backgrounds. • Proficiency in student information systems and advising technologies. • Ability to work both independently and collaboratively in a fast-paced environment. • Commitment to student-centered advising and promoting academic success
Work Conditions & Environment:	<p>Job Conditions: Computer use, Fast-paced work, Fluent in speaking, reading, and writing English.</p> <p>Occasional: Working on weekends or based on student demand.</p> <p>Environment: Frequent: Indoor. Occasional: Outdoor, Wet/Dry Conditions, Cold/Heat (due to retreats, travel or camping) and Noise/Vibrations.</p> <p>Work Hours: Daytime tutoring coordination. Evening Tutoring: Monday – Thursday, 6:00 PM – 9:00 PM.</p> <p>Physical Requirements: Must be able to lift and carry up to 20 lbs. and perform physical tasks such as sitting, walking, typing, and standing for extended periods.</p> <p><i>The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.</i></p>

This job description is not intended to be complete or limiting – the role will require a proactive and flexible approach to be successful.

Southwestern Adventist University provides equal employment opportunities to all employees and applicants for employment and prohibits unlawful discrimination based on race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. The university does, however, exercise its constitutional and statutory rights as a religious organization to require standards of conduct for students and employees and, as an employer, to prefer members of the Seventh-day Adventist Church for employment.

This policy applies to all terms and conditions of admission or employment, including, but not limited to, student admission, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.