

**Tutorial Services Specialist - Writing Center
Mt. San Antonio College**

Direct Link: <https://www.AcademicKeys.com/r?job=145699>

Downloaded On: Dec. 4, 2020 9:34am

Posted Aug. 21, 2020, set to expire Dec. 18, 2020

Job Title	Tutorial Services Specialist - Writing Center
Department	
Institution	Mt. San Antonio College Walnut, California
Date Posted	Aug. 21, 2020
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Undergraduate Education
Apply Online Here	https://apptrkr.com/1985369

Apply By Email

Job Description

Tutorial Services Specialist - Writing Center

Position Number: 2013141089

Department: English, Literature, Journalism

Job Category: Classified Unit A

Time (Percent Time): 100%

Term (months/year): 12 months/year

Current Work Schedule (days, hours): Monday - Friday: 8:00 a.m. - 4:30 p.m

Tutorial Services Specialist - Writing Center
Mt. San Antonio College

Direct Link: <https://www.AcademicKeys.com/r?job=145699>

Downloaded On: Dec. 4, 2020 9:34am

Posted Aug. 21, 2020, set to expire Dec. 18, 2020

Salary Range: A-88

Salary: Steps 1 - 6: \$4,883 - \$6,233 per month

Shift Differential: Shift differential eligibility based on the current collective bargaining agreement

Open Date: 08/20/2020

Initial Screening Date: 09/21/2020

Open Until Filled: Yes

Application Procedure:

Complete applications submitted by the initial screening deadline of September 21, 2020 will be guaranteed consideration. Complete application packets submitted after the initial screening deadline will continue to be accepted until the position is filled.

Applicants must submit all of the following materials online unless otherwise noted at [\[url=http://hrjobs.mtsac.edu\]](http://hrjobs.mtsac.edu)Mt.SAC Employment Website to be considered for this position:

1. A Mt. San Antonio College online application.
2. A cover letter describing how the applicant meets the required education and experience.
3. A detailed resume that summarizes educational preparation and professional experience for the position.
4. Two (2) letters of recommendation that reflects relevant experience (do not use social media or professional networks as a means to provide letters of recommendation).
5. If applicable, College and/or university transcripts showing the awarded/conferred degree are required and must be submitted with the online application by all applicants, including current or former employees of the college, to demonstrate that the required educational qualifications are met. Unofficial transcripts are acceptable at the time of application; however, copies of diplomas are not accepted in lieu of transcripts.

Health & Welfare:

The College contributes an annual premium up to the family coverage amount for Kaiser Permanente \$15 office visit medical, DeltaCare HMO dental, VSP vision and life insurance plans. Lifetime retirement benefits provided for eligible retirees.

Tutorial Services Specialist - Writing Center Mt. San Antonio College

Direct Link: <https://www.AcademicKeys.com/r?job=145699>

Downloaded On: Dec. 4, 2020 9:34am

Posted Aug. 21, 2020, set to expire Dec. 18, 2020

The District participates in the Public Employees Retirement System (PERS), State Teachers Retirement System (STRS) retirement programs, and National Benefit Services.

*Note Salary and Health & Welfare Benefits are subject to change

Basic Function/Overview:

Employment in this positions is contingent upon grant funding

DEFINITION

Under general supervision, plans, coordinates, and organizes the District's tutorial services programs, including providing tutoring to students, overseeing and training student tutors, maintaining student usage database, and assisting students, staff, and faculty with programs and services offered through the District's tutoring facilities; performs a variety of administrative and office support duties of considerable complexity requiring thorough knowledge of the assigned department, its procedures, and operational details.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory and managerial staff. Exercises technical and functional direction over and provides training to student workers and lower level staff.

CLASS CHARACTERISTICS

This is the advanced journey-level in the tutorial services class series that performs technical duties in the coordination and implementation of the programs and services offered through the District's tutoring facilities. Incumbents at this level are capable of performing the full range of and most complex curriculum and administrative support services. Incumbents at this level are required to be fully trained in all procedures related to the assigned area(s) of responsibility, working with a high degree of independent judgment, tact, and initiative. This classification is distinguished from the Tutorial Services Assistant classification series by performing more technical and specialized duties related to the District's tutoring services.

Essential Duties/Major Responsibilities:

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Tutorial Services Specialist - Writing Center Mt. San Antonio College

Direct Link: <https://www.AcademicKeys.com/r?job=145699>

Downloaded On: Dec. 4, 2020 9:34am

Posted Aug. 21, 2020, set to expire Dec. 18, 2020

1. Assists in coordination and participates in the day-to-day operations of the Districts tutoring facilities and Tutoring Services program.
2. Performs a variety of specialized and technical duties involved in the recruitment and training of tutors; provides work direction to tutors and student workers; prepares and processes timesheets, new hire forms, applications, and related records; confers with tutors to explain performance standards, policies, and procedures; monitors tutorial sessions and performance.
3. Performs tutorial outreach to disseminate information regarding tutorial services; promotes tutorial services by representing the department at various meetings; prepares brochures, pamphlets, posters, and other literature.
4. Tutors students as needed in subject matter, including basic math, ESL, writing, and English skills.
5. Communicates with District staff, students, and various outside agencies to exchange information, coordinate activities, and resolve issues or concerns.
6. Organizes and carries out administrative assignments; researches, compiles, and organizes information and data from various sources on a variety of specialized topics related to programs in assigned area; checks and tabulates standard mathematical or statistical data; prepares and assembles reports and other informational materials.
7. Verifies and reviews forms and reports for completeness and conformance with established regulations and procedures; applies policies and procedures in determining completeness of applications, records, and files.
8. May provide administrative support to assigned supervisor and department or division by assisting with duties of an advanced, complex, and sensitive nature, including tutor evaluation process, researching and verifying program completion, preparing program certificates and/or course completion documents; plans, organizes, and carries out administrative assignments and special projects related to assigned department or division; recommends organizational or procedural changes affecting support activities; recommends improvements in work flow, procedures, and use of equipment and forms.
9. Maintains and updates departmental record systems and specialized databases; enters and updates information; retrieves information from systems and specialized databases as required.
10. Maintains accurate and detailed spreadsheets, files, and records, verifies accuracy of information, researches discrepancies, and records information.
11. Assists students and visitors and directs to appropriate locations and/or staff; responds to complaints and requests for information; assists in interpreting and applying regulations, policies, procedures, systems, rules, and precedents in response to inquiries and complaints.
12. Composes, types, formats, and proofreads a variety of routine letters, reports, and documents.
13. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
14. Performs other related duties as assigned.

Tutorial Services Specialist - Writing Center Mt. San Antonio College

Direct Link: <https://www.AcademicKeys.com/r?job=145699>

Downloaded On: Dec. 4, 2020 9:34am

Posted Aug. 21, 2020, set to expire Dec. 18, 2020

Other Duties:

Knowledge Of:

Knowledge of:

1. Modern office administrative practices and procedures, including the use of standard office equipment.
2. Research and reporting methods, techniques, and procedures.
3. Principles and practices of data collection and report preparation.
4. Applicable Federal, State, local, and District policies, codes, regulations, technical processes, and procedures related to the program to which assigned.
5. Computer equipment and applications, including word processing, database, and spreadsheet applications.
6. Record keeping principles and procedures.
7. Principles, practices, and techniques of effectively dealing with the public and basic public relations.
8. English usage, spelling, vocabulary, grammar, and punctuation.
9. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

Skills and Abilities:

Skills and Abilities to:

1. Interpret, apply, explain, and ensure compliance with applicable Federal, State, local and District policies, procedures, and regulations.
2. Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative.
3. Conduct research; analyze, interpret, summarize, and present technical information and data in an effective manner.
4. Respond to and effectively prioritize multiple phone calls and other requests for service.
5. Compose and prepare basic reports, correspondence, and other written materials independently or from brief instructions.
6. Make accurate mathematical and basic statistical computations.
7. Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
8. Establish and maintain a variety of filing, record keeping, and tracking systems.

Tutorial Services Specialist - Writing Center Mt. San Antonio College

Direct Link: <https://www.AcademicKeys.com/r?job=145699>

Downloaded On: Dec. 4, 2020 9:34am

Posted Aug. 21, 2020, set to expire Dec. 18, 2020

9. Organize own work, set priorities, and meet critical time deadlines.
10. Operate modern office equipment including computer equipment and specialized software applications programs.
11. Use English effectively to communicate in person, over the telephone, and in writing. Understand scope of authority in making independent decisions.
13. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
14. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Minimum Qualifications/Education & Experience:

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:
Equivalent to an Associates degree from a regionally accredited college in education or a related field and three (3) years of related experience.

Equivalencies:

Preferred Qualifications:

License(s) & Other Requirements:

Examination Requirements:

Working Environment:

Incumbents work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents may interact with staff, students, and/or the public in interpreting and enforcing departmental policies and procedures

Physical Demands:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard



Tutorial Services Specialist - Writing Center Mt. San Antonio College

Direct Link: <https://www.AcademicKeys.com/r?job=145699>

Downloaded On: Dec. 4, 2020 9:34am

Posted Aug. 21, 2020, set to expire Dec. 18, 2020

office equipment. Incumbents in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

Hazards:

Conditions of Employment:

Official offers of employment are made by Mt. San Antonio College Human Resources and are made contingent upon Board approval. It is also required that a final offer of employment will only be made after the candidate has successfully been live-scanned and clearance for employment is authorized by Human Resources. Costs for live-scan services shall be borne by the candidate.

Notice to all prospective employees The person holding this position is considered a mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in Administrative Procedure 3518, titled Child Abuse Reporting, as a condition of employment.

As required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Mt. San Antonio Community College Annual Security Report is available here:

[url=http://www.mtsac.edu/safety/pdf/ASR_2017.pdf]Mt. SAC Annual Security Report 2017

The person holding this position is considered a Responsible Employee under Title IX of the Educational Amendments Act of 1972 and is required to report to the Colleges Title IX Coordinator all relevant details reported to him or her about an incident of alleged sexual misconduct including sexual harassment, sexual assault, dating and domestic violence and stalking.

Typing Certificate Requirements:

Special Notes:

Please note: A confirmation number will be assigned when your application packet indicates the supplemental questions have been answered and a document has been attached to each required link. Assistance with the online application process is available through the Office of Human Resources at 1100 N. Grand Avenue, Walnut, CA 91789-1399. Human Resources: (909) 274-4225. E-mail: [url=employment@mtsac.edu]employment@mtsac.edu.

DO NOT include photographs or any demographic information (e.g. D.O.B, place of birth, etc.) on your

Tutorial Services Specialist - Writing Center Mt. San Antonio College

Direct Link: <https://www.AcademicKeys.com/r?job=145699>

Downloaded On: Dec. 4, 2020 9:34am

Posted Aug. 21, 2020, set to expire Dec. 18, 2020

application or supporting documents.

TRAVEL POLICY: Costs associated with travel in excess of 150 miles one way from residence for the purpose of an interview will be reimbursed up to \$500 maximum. Relocation costs will be borne by the successful candidate. Travel reimbursement claims (original receipts) must be submitted no later than 30 days following the interview date.

Foreign Transcripts:

Foreign Transcripts: Transcripts issued outside the United States require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. This report must be attached with the application and submitted by the filing deadline.

Inquiries/Contact:

Human Resources at 1100 N. Grand Avenue, Walnut, CA 91789-1399. Human Resources: (909) 274-4225. E-mail: employment@mtsac.edu

Selection Procedure:

A committee will evaluate applications, taking into account breadth and depth of relevant education, training, experience, skills, knowledge, and abilities. The screening committee reserves the right to limit the number of interviews granted. Meeting the minimum qualifications for a position does not assure the applicant of an interview.

Interviews may include a writing sample, committee presentation, and/or performance test. The start date will be following Board approval and receipt of live scan clearance.

Special Instructions to Applicants:

To be guaranteed consideration, it is the applicants responsibility to ensure that all required materials are received before the initial screening date and time indicated on the job posting. Incomplete application packets will not be considered. All application materials will become College property, will not be returned, and will not be copied. Please visit our employment website at <http://hrjobs.mtsac.edu> Mt. SAC Employment Website to complete and submit your application for this position.

**Tutorial Services Specialist - Writing Center
Mt. San Antonio College**

Direct Link: <https://www.AcademicKeys.com/r?job=145699>

Downloaded On: Dec. 4, 2020 9:34am

Posted Aug. 21, 2020, set to expire Dec. 18, 2020

Letters of Recommendation

Confidential letters of recommendation are not accepted for this position. All letters of recommendation must be uploaded to the application.

EEO Policy:

The College is an equal opportunity employer. The policy of the College is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex (gender), age, sexual orientation, or the perception that a person has one or more of these characteristics.

Conflict of Interest:

Mt. San Antonio College employees and the Board of Trustees members shall not engage in any employment or activity that is inconsistent with, incompatible with, or in conflict with Mt. San Antonio Colleges Administrative Procedures (AP 2710 Conflict of Interest, AP 2712 Conflict of Interest Codes).

Cancel RTF Policy:

WE RESERVE THE RIGHT TO RE-OPEN, RE-ADVERTISE, DELAY OR CANCEL FILLING THIS POSITION.

THIS RECRUITMENT MAY BE USED TO FILL FUTURE VACANCIES.

To apply, visit [[url=https://apptrkr.com/1985369](https://apptrkr.com/1985369)]<https://hrjobs.mtsac.edu/postings/7771>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

Mt. San Antonio College

,



Tutorial Services Specialist - Writing Center
Mt. San Antonio College

Direct Link: <https://www.AcademicKeys.com/r?job=145699>

Downloaded On: Dec. 4, 2020 9:34am

Posted Aug. 21, 2020, set to expire Dec. 18, 2020