

Tutoring Coordinator
Lincoln Land Community College

Direct Link: <https://www.AcademicKeys.com/r?job=262105>

Downloaded On: Sep. 5, 2025 5:23pm

Posted Sep. 5, 2025, set to expire Jan. 1, 2026

Job Title	Tutoring Coordinator
Department	The Learning Center
Institution	Lincoln Land Community College Springfield, Illinois
Date Posted	Sep. 5, 2025
Application Deadline	September 14, 2025
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Counseling Services Administration - Undergraduate Education Administration - Student Affairs
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Job Description	

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Tutoring Coordinator



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Full Time or Part Time: Full Time

Months Worked Per Year: 12

Hours Worked Per Week: 40

Remote Work Availability: No

Job Description Summary

Lead the Way in Learning: Become LLCC's Next Tutoring Coordinator in The Learning Center (TLC)! Lincoln Land Community College is accepting online applications for a Tutoring Coordinator who will provide leadership and management for the college's academic support and tutoring programs that support student learning across all locations and instructional modalities. This role oversees tutor recruitment, training, and supervision; ensures services align with curriculum and best practices; manages scheduling and reporting systems; and collaborates with faculty and support programs to promote holistic, growth-oriented learning. The Coordinator will also work as a member of TLC's front desk team to connect students and patrons with physical, digital, and personnel resources (e.g., Writing Support staff, Study Skills staff, peer and professional tutors). The Learning Center at LLCC is committed to students' academic success, so if you have a positive and supportive attitude and want to make a difference in students' lives, we'd love to hear from you.

As a staff member at LLCC, you can look forward to 23 paid holidays a year, including 2 weeks at the end of the calendar year and one week in March for mid-semester break; 12 Fridays off in the summer; and 2 personal days, 15 sick days, and starting with 15 vacation days per year. LLCC staff, their spouse and qualified dependent children are eligible to use the tuition waiver on credited courses. Staff can also enjoy free access to our on-campus fitness center. LLCC is a positive, team-oriented environment supportive of staff development. You can view all benefits on [our website](#). Come join our team and experience success at LLCC!

Starting salary is likely to be between \$60,162 and \$70,249 per year with an excellent benefits package. The person hired into this position will be placed within this range based on education, training, experience, and skills.

LLCC strives to create an inclusive workplace and environment for our students, faculty, and staff. We are seeking applicants from all backgrounds and experiences to ensure we create a diverse workforce and learning environment.

Required Qualifications

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- Bachelor's degree
- 2 years of supervisory experience or similar leadership experience
- Strong work ethic and an understanding of the importance of confidentiality
- Demonstrated ability to conduct holistic assessments of students and promote growth mindset approaches to complex situations
- Excellent interpersonal skills and customer service experience that demonstrate an ability to work with diverse populations and varying educational levels
- Ability to conduct research, generate and evaluate data, and report findings related to the services
- Detail orientation, good leadership skills, conflict resolution skills, strong analytical skills, excellent verbal and written communication skills, multi-tasking capabilities, good time management skills, and ability to work collaboratively across departments
- Basic knowledge of computer word processing, including Microsoft Office, and the ability to embrace new and emerging technology to enhance student support

Employment is contingent upon the successful completion of a criminal background check.

Preferred Qualifications

- Bachelor's degree in Education, Psychology, Counseling, or a related field
- Teaching or tutoring experience at the high school or higher education level
- Background and experience working with students who are academically and economically disadvantaged
- Demonstrated ability to communicate with and relate well with students, faculty and administration

Position Salary: Starting salary is likely to be between \$60,162 and \$70,249 per year with an excellent benefits package.

Requisition Detail Information

Open Date: 09/03/2025

Open Until Filled: Yes

Special Instructions to Applicants

This position will be open until filled; however, applications must be received on or before September 14, 2025, to be considered during the initial review window. In-person interviews for this position are anticipated to begin end of September with an anticipated start date of October 27.

Transcripts are required for this position and should be uploaded to your application along with a cover

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letter and resume. Photocopies of transcripts are acceptable to be uploaded. Please redact (black out) any personal information such as age, gender and Social Security Number from your transcripts or other documents you intend to share with us before you upload them to your application.

If you do not have transcripts to upload at the time of submission, please mail them to the address below and instead upload a Word document as your transcripts that indicates you will have transcripts sent directly to us. Please contact the Human Resources office at 217-786-2752 if you have any questions.

Lincoln Land Community College
ATTN: Human Resources
P.O. Box 19256
Springfield, IL 62794

To apply, visit: <https://llcc.peopleadmin.com/postings/8882>

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Contact Information

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

Contact

The Learning Center
Lincoln Land Community College



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