



The Peninsula's Community College

99 Thomas Nelson Drive Hampton, VA 23666 757.825.3555

Announcement of Vacancy

EDUCATION SUPPORT SPECIALIST II (TUTOR ZONE COORDINATOR) LEARNING RESOURCES

Annual Salary: \$33,000 - \$37,000 commensurate with experience and education
Hours Per Week: 40
Hours of Duty: Monday – Friday, 8:00 AM – 7:00 PM
Position Number: 00075

DESCRIPTION OF DUTIES: This position requires the incumbent to work in a managerial capacity coordinating all academic tutoring services offered throughout the College. Oversees a staff of professional and student tutors and directs the Writing Center unit of the Tutor Zone (Tutor Zone consists of math center, writing center, and peer-tutoring center). Serves as Learning Resources liaison to all academic divisions, keeping those divisions informed in tutorial offerings, and any changes or enhancements to those offerings. Maintains consistent standards. The Tutor Zone Coordinator travels weekly to the Historic Triangle campus in Williamsburg, and will be required to travel to any additional locations where Thomas Nelson tutorial services are promoted. Additional duties as assigned.

QUALIFICATIONS REQUIRED: Bachelor's degree in writing or English. Previous experience in an academic tutoring environment. Ability to work with multiple skill levels. Previous supervisory and management experience. Previous experience as an academic liaison. Excellent customer services skills. Excellent interpersonal communication ability. Proficiency with Microsoft Office Suite. Excellent organizational skills. Must be able to work at all campus locations. Criminal history and other background checks will be required of the finalist candidate for the position. Satisfactory reference and background checks are a condition of employment.

QUALIFICATIONS PREFERRED: Master's degree in writing or English. Previous experience in a fast-paced academic tutoring environment. Experience in a community college setting.

APPLICATION PROCESS: Application Process: Submit an online application for this position by visiting <https://virginiajobs.peopleadmin.com>. We will only accept applications through this site. Complete application packages will include: an online application, cover letter, resume, transcripts related to the degree requirement, and the names of three professional references with current telephone numbers. Incomplete application packages will not be accepted. There is a 5-day minimum posting requirement. Faxed or e-mail applications will not be accepted. Criminal history and other background checks will be required of the finalist candidate for the position. Satisfactory reference and background checks are a condition of employment.

Thomas Nelson Community College is an Affirmative Action/Equal Opportunity Employer and does not discriminate on the basis of race, color, sex, religion, national origin, marital status, political affiliation, sexual

orientation, gender identity or against otherwise qualified persons with disabilities, or other non-merit factors in its programs and activities.