



CLARK ATLANTA UNIVERSITY

Job Description

Position Title:	Student Success Project Coordinator
Department:	Student Success Project
Reports To:	Student Success Project Director

The following statements are intended to describe the general nature and level of work to be performed and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All duties listed are essential functions for the position. It is understood that other related duties may be assigned.

General Function (Description):

The Student Success Project Coordinator works with the Student Success Project Director, and Program staff to carry out assigned program development support tasks related to the success of the program. The project coordinator is responsible for overseeing the efficient and effective implementation of the tutoring and Student Success Mentor program in accordance with the guidelines. This includes tasks such as managing the recruitment, scheduling and administrative process, of the tutors; coordinating and coaching the Student Success Mentors and providing assistance and program staff as needed.

Examples of Duties and Responsibilities:

Scheduling and Logistics:

- Determining operating hours and tutor work schedules.
- Coordinating tutoring sessions, both one-on-one and in group settings.
- Managing tutor availability and ensuring adequate coverage.
- Creating and distributing schedules and related materials.

Tutor Management:

- Recruiting, hiring, and training tutors.
- Providing ongoing mentorship and support to tutors.
- Conducting performance evaluations and providing feedback.
- Developing and implementing tutor training programs.

Student Support:

- Connecting students with appropriate tutoring resources.
- Assessing student needs and progress.
- Monitoring student satisfaction and providing support.
- Referring students to other academic support services as needed.

Administrative Tasks:

- Managing paperwork and maintaining records.
- Assisting the Project Director with the budget and tracking expenses.
- Ensuring the availability of necessary resources, such as computers and materials.
- Developing and implementing policies and procedures for the center.
- Assist with the logistics and personnel administrative documentation of the tutors
- Assist the Project Director and Provost of Student Success & Innovation as needed

Program Promotion:

- Promoting the tutoring center and its services to students and faculty.
- Creating and distributing promotional materials.
- Organizing workshops and events to engage students

Knowledge, Skills and Abilities:

A knowledge of the operations of a tutoring program; knowledge of tutoring best practices, and frameworks;
Positive and professional communication skills
Organizational skills,
Ability to recruit, train and support tutors and student workers
Interpersonal skills
Problem solving, decision making, leadership skills
Experience with EAB Navigate and WROnline
Conflict resolution and adaptability skills

Education	Bachelors preferred
Years of Experience	2 years of experience
Years of Management/Supervisor Experience	N/A

Required:

- o Experience with coordinating and managing a tutoring center. Experience with
- o working with student led organizations
- o Excellent organizational skills, and the ability to write and communicate effectively. Initiative to work independently
- o to achieve project goals in a timely manner.
- o Ability to use software such as Adobe, Canva, Microsoft Office, etc., in an efficient manner
- o Currently enrolled graduate student of Clark Atlanta University

Preferred:***Minimum Hiring Standards:***