

**Director of Tutoring**

Job Description

Reports to: President of CAA

Prepared: January 2017

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# Job Summary

The Director of Tutoring is responsible for organizing the tutoring database, finding tutors and pairing them up with students seeking tutoring. To this end, he/she will be responsible for promoting the tutoring program to ensure the vitality of the program. The Director of Tutoring will also assist the CAA in organizing events and other CAA initiatives.

**Essential Functions**

* Attends all Capilano Accounting Association Meetings
* Organizes classroom visits
  + Obtain instructor approvals
  + Notify instructors through Director of Internal Relations and Communications
  + Scheduling, coverage, training members on professional presentations, etc.
* Build and maintain member database
  + Creates and keeps track of email sign-up sheet
  + Promotes tutoring program to students
* Organize orientation & on-boarding process for tutors
  + Meet in person with tutors
  + Ensures tutors read CAA policies regarding tutoring and sign it
  + Keep confidentiality of tutor’s GPA
* Assists CAA President and members with planning and executing CAA events as needed.

# Working Conditions

The Director of Tutoring spends a vast amount of time on the computer (i.e. data entries, emails, etc.), in meetings, and also at events.

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| Time commitment | 4 – 8 hours per week |
| Duration | 13 months  (March – April of the next year) |

# Qualifications and Skills Required

* Background or interest in Human Resource Management
* Professional communication skills
* Independent and proactive worker
* Project and team management
* Proficient in Microsoft Office (Word, Excel, and PowerPoint)
* Proficient in Gmail, and Google Docs.
* Coaching skills
* Comfortable with giving constructive feedback

# Personal Benefits

* Networking with business student body
* Networking with the business community
  + Potential job offers and career advancement
* Extracurricular activity to enhance your resume
  + Benefits career and getting scholarships
* Develop hands on experience of leading a team in an executive role
* Improve writing and communication skills
* Development of leadership, networking, internal relations, and problem solving skills
* Developing time management skills and delegation skills
* Team and project management experience