

TUTOR MANAGER
STANFORD SUMMER ACADEMIC RESOURCE CENTER
STANFORD SUMMER SESSION
1 POSITION

Summer Academic Resource Center Overview: The Summer Academic Resource Center (SARC) is home to the two academic support programs offered to students enrolled in Summer Quarter– the Summer Tutor Program and Academic Advising. SARC serves all summer students: Stanford matriculated students, visiting students from other universities, and high-achieving high school students from around the world enrolled as visiting undergraduate students. The Summer Tutor Program hires ~20 tutors in a wide range of subject areas, providing group and individual tutoring and academic support programming. Academic Advisors advise visiting students on appropriate classes, assisting them with the add/drop and petition processes and working with tutors, residential staff, Summer Session personnel, High School Summer College staff, and other University offices as needed to ensure the academic success of students.

Position description: Reporting to the Assistant Director for Admissions and Academic Support, the Tutor Manager has oversight over the day-to-day operations of the Summer Tutor Program, tutor supervision, and weekly programming, and ensures that the needs of special populations are met. The Tutor Manager must be an exceptional administrator, ready to focus on program leadership and staff oversight, and to take charge of the programming seeking to support the academic success of nearly 1500 students.

Essential Functions:

Role Model and Leadership. As leaders of the SARC are highly visible within the Summer Quarter community, the Tutor Manager is expected to conduct themselves professionally at all times. The Tutor Manager should welcome and encourage openness to differences of race, class, gender, religion, sexual orientation, and nationality among program participants.

Supervision. The Tutor Manager supervises ~20 tutors, who are Stanford-affiliated undergraduate and graduate students. Working to ensure each tutor is completing their responsibilities and balancing their time appropriately, the Tutor Manager oversees course- and subject-specific tutoring for groups and individuals, as well as the development of workshops and review sessions based on student needs. In addition, the SARC Program Coordinator, the program's primary administrative support, reports to the Tutor Manager.

Training and Orientation. In addition to attending and actively participating in training, the Tutor Manager provides support in designing and implementing orientation and training for SARC tutors. A portion of this training is conducted in collaboration with Stanford VPTL.

Marketing. Along with the Program Coordinator, the Tutor Manager leads the effort to market the SARC programs and workshops. This includes coordinating flyer distribution, social media, email outreach, and classroom visits.

Academic Support Board. Along with the other members of the SARC leadership team, the Tutor Manager will serve on the Summer Academic Support Board. This Board is comprised of the SARC leadership, SARC academic advisors, and Summer Session professional staff members. Meeting bi-weekly during the

summer, the Board aims to address academic support issues and streamline the transmission of important academic related information.

Assessment. The Tutor Manager will support the other members of the SARC leadership team in developing and conducting mid- and final program assessments providing the Assistant Director with reports and recommendations.

Staff and Administrative Duties. The Tutor Manager will lead weekly Tutor Program staff meetings and participate in other meetings as assigned. In addition, the Tutor Manager will complete required paperwork, forms, overseeing and directing scheduling and logistics, and a final continuity document.

Terms of Employment:

Program Dates. The Tutor Manager contract will run from June 12th, 2017 through August 23rd, 2017. Applicants with academic year or professional obligations that begin prior to August 23rd should state the date they would need to leave Stanford in their application.

Outside obligations. The SARC Tutor Manager is designed to be a 40-hour per week, exempt position. No outside obligations are permitted without approval.

Conduct and Policy Enforcement. The Tutor Manager will adhere to, administer, and enforce policies and procedures as outlined in the Fundamental Standard, Behavioral Agreement, Honor Code, Alcohol/Substance Abuse Policy, all other applicable University, Continuing Studies, Summer Session, and Pre-Collegiate Studies policies. The Tutor Manager must be willing to address, document, and handle disciplinary situations and serve in a position of authority in the Summer Quarter community.

Training and Welcome Weekend. The Tutor Manager is required to attend and actively participate in all staff training sessions for SARC held two weeks prior to the start of the Summer Quarter (June 12th – June 23rd), and to represent the SARC during Welcome Weekend events (June 24th-25th).

Background Check. The Tutor Manager must successfully complete a background check before Summer Quarter begins.

Minimum Qualifications: Bachelor's degree. Related experience.

Preferred Qualifications: SARC seeks a Tutor Manager who is enthusiastic about the many opportunities for educational programs during the summer term. Preference will be given to applicants who have a graduate degree in hand or are working toward one. Ideal candidate will have two years of related leadership experience working with secondary school and/or undergraduate students. Current Stanford affiliation a plus, but not required.

Compensation: The compensation package for this position is a \$9,500 stipend.

Application Process: Email cover letter (optional), updated resume/CV, and three professional references to nberkin@stanford.edu with the subject heading "Application: Tutor Manager, SARC" by May 8th, 2017. Qualified applicants will be invited to interview for the position.

Questions?: Contact Nicole Berkin, Assistant Director for Admissions and Academic Support, Stanford Summer Session, nberkin@stanford.edu

