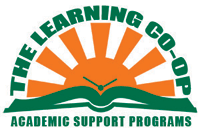
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**Training Coordinator Application**

**Job Description:**

The Training Coordinator is responsible for leading the initial training and orientation session mandatory for all new Subject-Area tutors working with the Learning Co-op. As an experienced tutor and committed member of our community, the tutor adopting this position must be very organized and self-motivated, as well as adept with our record-keeping system, TutorTrac, and with UVM’s payroll system, PeopleSoft. As an experienced tutor, the Training Coordinator plays a crucial role in introducing tutoring technique and pedagogy to novice tutors, as well as acting as a resource for newly hired Subject-Area tutors.

**Job Tasks and Responsibilities:**

As the Training Coordinator, you would be responsible for:

* Leading 1-2, two-hour training and orientation sessions per week
* Working with the Tutor Program Coordinator and newly hired tutors to schedule sessions, and remind students to attend
* Check-in regularly with the Tutor Program Coordinator
* Instruct newly-hired tutors in the use of TutorTrac and PeopleSoft programs
* Outline basic policies and procedures of the Subject-Area tutoring program and the Learning Co-op
* Model successful tutoring techniques
* Work with Tutor Program Coordinator to update and improve tutor resources (blog, online tutorials, Facebook page, et cetera)

For more information, contact Keith Williams, Tutor Program Coordinator ([Keith.M.Williams@uvm.edu](mailto:rconrad@uvm.edu))

**Basic Information:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name: |  | |  | Date: |  |
| Email: |  | | Cell Phone: | |  |
| Major(s): |  | | | | |
| Projected graduation date: | |  | | | |
| Where you awarded work study? | | YES NO xx | | | |

(Please complete the questions on the reverse side and submit to Keith Williams, Tutor Program Coordinator. You may submit your application electronically via email (email to [Keith.M.Williams@uvm.edu](mailto:Keith.M.Williams@uvm.edu)) or drop off a hard copy to the Learning Co-op in L/L.

**Briefly, please describe your tutoring experience.**

**In one to two paragraphs, please explain your interest in this position, and what you hope to gain from working as the Training Coordinator.**

**Based on your own experiences as a tutor, what is the one piece of advice you would give a new tutor?**