Capilano Accounting Association Director of Tutoring

Job Description

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, they 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 CAA Executive Meetings
- Organizes classroom visits
    - Obtain instructor approvals
    - Notify instructors through Director of Internal Relations
    - 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.
- Schedules additional meetings when necessary

Working Conditions

The Director of Tutoring spends approximately 4 – 8 hours per week creating CAA tutor database, organizing information for onboarding process, meetings and maintaining a good standing with students on campus. The term of employment is from September 2024 to April 2025. Please note that this role is a voluntary role.

Qualifications and Skills Required

- Effective and professional communication skills
- Independent and proactive worker
- Proficient in Microsoft Office (Word, Excel, and PowerPoint)
- Proficient in Gmail, Google Docs, and Mailchimp.
- Coaching skills
- Interest in Human Resources