

Northeast is an equal opportunity employer.

JOB POSTING
OFFICE OF HUMAN RESOURCES
September 10, 2026

POSITION: Academic Coach and Tutoring Coordinator

DEPARTMENT: Center for Student Support

DIVISION: Enrollment Management and Student Affairs

STATUS: Monday- Friday, 8:30 a.m. – 4:30 p.m.; in person

Salary information: \$51,500 to \$53,000

BENEFITS:

- Medical Dental Vision Health Savings Account Flexible Spending Account
- College Paid Life, AD&D, LTD insurance Generous PTO 12 Paid Holidays
- TIAA Retirement with 8% college contribution after one year of employment
- Free EAP Counseling Services Free Chiropractic Care

General Description:

The Academic Coach and Tutoring Coordinator works in the Center for Student Support providing academic coaching and coordination of tutoring support to all enrolled students and provides tutoring support for undergraduate students enrolled in General Education coursework. This position requires strong time management and interpersonal skills, flexible scheduling, and includes possible evening and weekend hours based on needs. Special consideration will be given to candidates with a background that includes previous tutoring and/or teaching experience and experience implementing student-centered instructional strategies.

Organizational Relationships:

1. Reports to the Accessibility Resources and Learning Support Manager.

Specific Duties and Responsibilities:

1. Oversees the coordination of tutoring services for all programs.
2. Supports WOnline set-up, usage, and generates reports as requested or needed.
3. Consistently collaborates with key stakeholders on tutoring needs and service delivery to ensure effective study and learning strategies.
4. Participate in tutor training, staff meetings, and professional development as directed.
5. Collaborate with key stakeholders on the design and delivery of tutor training and be a resource in assisting tutors with challenges.

6. Work collaboratively, as needed, with professional tutors and faculty to include seeking assignment clarification for General Education tutoring support.
7. Review and reinforce what has been taught in General Education classes for clarity and understanding through providing one-on-one or group tutoring sessions with the goal of supporting student needs and assisting the student to develop into a successful, independent learner.
8. Refine students' study skills for independent learning using individual, group, or workshop sessions; topic areas may include, but are not limited to, note-taking skills, college textbook and reading skills, goal setting, test anxiety, and time management.
9. Responsible for creating and maintaining records of all student contact and submitting reports and any related paperwork in a timely manner.
10. Help to support effective general writing strategies, i.e., citation formatting, grammar, and punctuation.
11. Help to support resume and cover letter development.
12. Support training and mentorship to the Peer Tutors.
13. Disseminate information and refer students to other services such as academic advising, disability services, personal counseling, and career readiness services.
14. Help to support exam proctoring.
15. Work collaboratively, as requested, with academic advising team.
16. Maintain a professional atmosphere and workplace.
17. Other duties as assigned.

Methods of Accountability:

1. Verbal and written reports to the Accessibility Resources and Learning Support Manager
2. Verbal and written feedback from faculty and staff.
3. Annual performance evaluation by the Accessibility Resources and Learning Support Manager

Mental and Physical Requirements:

1. Effective and professional verbal and written communication skills.
2. Ability to work well with individuals of a wide range of skills and backgrounds.
3. Professional demeanor.
4. Ability to handle discretion and confidentiality.
5. Ability to work independently, manage multiple projects, allow for frequent interruptions, be timely in responding to correspondence, and meet deadlines.
6. Some evening and weekend hours as required.

Education, Training, and Experience:

1. Minimum of a bachelor's degree, including a cumulative undergraduate GPA of 3.25 or higher.
2. Two years' experience as a student tutor or teaching experience, preferred.
3. Ability to demonstrate strong knowledge in specific academic subjects.
4. Must possess excellent written and verbal communication skills.
5. Ability to work with a diverse student population, at many skill levels, in a friendly and supportive way.
6. Must possess excellent interpersonal and organizational skills.
7. Must be detail-oriented and able to work in a fast-paced customer service office environment. Some nights and weekends as needed.
8. Candidates must demonstrate a commitment to supporting a diverse student population and contribute to an inclusive culture on campus.

Northeast College of Health Sciences is committed to creating a culture of diversity, equity, inclusion, and belonging with our college campus community. In support of our institutional values, we acknowledge each

person's unique experience, perspective, and ability as contributions that both enrich our community and enhance the professions and people we serve. As such, the College is dedicated to providing equitable opportunities to all future and current employees.

If you are interested in applying for this position; please submit a cover letter of interest, resume and contact information for three professional references to: the Office of Human Resources, 2360 State Route 89, Seneca Falls, NY 13148, or e-mail your response to: humanresources@northeastcollege.edu

** Employment is subject to the favorable result of a background investigation and where applicable, confirmation of appropriate degrees and credentialing.*

Northeast College of Health Sciences is an Equal Opportunity employer and does not discriminate against students or employees on the basis of age, race, color, creed, gender, sexual orientation, or handicapping conditions (or any other protected status) in its educational programs, financial aid, activities, admissions and employment practices.