



Vacancy Announcement

Testing & Tutoring Coordinator

Virginia Union University (VUU), founded in 1865, is one of the oldest historically black colleges in America, and is a premier liberal arts institution located in Richmond, Virginia. The University is accredited by the Southern Association of Colleges and Schools and provides a nurturing, intellectually challenging and spiritually enriching environment as it develops scholars, leaders, and lifelong learners. Virginia Union University has a student body of approximately 1700 undergraduate and graduate students (including the School of Theology). The Center for Student Success is accepting applications for a full-time Testing and Tutoring Coordinator to begin work May 15, 2017. This position is for a 12 month non-exempt position.

Job Description:

Under general direction, coordinates and provides academic support functions for students, including tutoring, academic workshops, supplemental instruction, and group study sessions; selects, trains, schedules, and supervises student workers/tutors; maintains communication with academic departments regarding course content. Provides support for students with a variety of identified disabilities, and facilitates testing accommodations.

Coordinates a comprehensive offering of tutoring, supplemental instruction, group study sessions, writing assistance, and other academic support workshop options for students, representing a diverse array of courses and levels; serves as an academic coach for all students. Support faculty to enhance student learning and develop student-centered improvement strategies. Selects, trains, schedules, and supervises student workers/tutors to serve students in their academic pursuits; communicates with academic departments regarding course content, student tutor referrals, and other relevant information.

Administration of Accuplacer, CAAP, Criterion, CLEP, SAT, MAT and other assessments. Provides support for students with a variety of identified disabilities, including responsibilities related to potential review of documentation, assisting in the determination of appropriate accommodations based on identified disabilities, tracking data on students to assure appropriate communication and record-keeping with regard to registered accommodations, and facilitating testing accommodations. Collaborates with other University departments regarding graduation requirements, University assessments, and other student-related documentation. Reports, tracks, and assesses the effectiveness of the Testing and Tutoring Center.

Minimum Qualifications: Bachelor's required; master's preferred; Knowledge of academic support functions; possess strong interpersonal, organizational, communication, and collaborative skills; able to conduct self in a professional manner; commitment to support the needs of students from underrepresented populations; counseling/advising skills; management and supervisory skills; interpersonal/human relation skills; verbal and written communication skills; ability to relate effectively with students, institutional personnel, and the public; ability to maintain confidentiality; and the ability to instruct.

Salary: Commensurate with Education and Experience

How to Apply:

For qualified applicants, the application packet should contain a cover letter, resume, and a list of three professional references along with contact information. Submit complete packet electronically to Resumes@vuu.edu. Persons who need reasonable accommodation under the Americans with Disabilities Act to participate in the application process should contact the Office of Human Resources at 804-257-5841. The selected applicant is required to submit to a background investigation. VUU is an Equal Opportunity Employer. We consider qualified applicants without regard to race, color, religion, sex, national origin, sexual orientation, disability, gender identity, protected veteran status, or other protected class.