

CRLA Training Lead Job Description

The CRLA Training Lead's overall function is to assist in the oversight and implementation of training of the Learning Consultants and Writing Center at their designated sites. Under the supervision of the Assistant Director of Tutoring and Learning Services, the CRLA Training Lead will serve as the main point of contact for training of Learning Consultants at their sites. In addition, the Training Lead will assist in the onboarding of new Learning Consultants, serve as mentors, hold regularly scheduled site trainings, submit learning period reports. The Training Leads are to support the development of the tutoring program/Writing Center and implement best practices for program success. This position is designed for those who have at least one year of tutoring/SI/SLA experience and/or have experience in working in a management position. CRLA Training Leads typically work between 15-20 hours/week.

Minimum qualifications:

- Currently enrolled TAMU-CC undergraduate or graduate student
- Junior, Senior, or Graduate Classification
- Minimum 3.0 overall TAMU-CC GPA
- Must be in good disciplinary standing at the university
- Excellent written and verbal communication skills
- At least one year of tutoring experience, preferably at TAMU-CC

Job Duties:

- Assist in the development and presentation of subject-based training. May involve developing original materials and creating activities and role-playing scenarios for each training topic
- Assist with implementation of TAMUCC's CRLA training program, including coordination of CRLA training sessions and maintenance of records for students completing CRLA training and certification
- Maintain CRLA membership and certification
- Create Level I-III CRLA certification materials
- Plan and run official CRLA certification ceremony twice annually
- Conducts workshop and presentations on topics such as study skills, time management, note-taking, learning styles etc. as well as marketing of tutoring services or specific content areas as needed
- Assist with the onboarding and orientation of new learning consultants
- Mentor new and returning Learning Consultants in discipline, specific knowledge, and tutoring techniques
- Support Learning Consultants and the Assistant Director with maintenance of and communications via Microsoft Teams and the Tutoring and Learning Services social media sites

Additional Duties:

- Keep accurate records of hours worked
- Report any issues that arise to the Assistant Director of Tutoring and Learning Services in a timely manner
- Ensure that training spaces in assigned centers are maintained in a clean and orderly fashion after each shift
- Assist with TLS projects and the organizing events on an as-needed basis
- Attend weekly meetings with the Tutoring and Learning Services programs leadership and other CRLA Training Lead Consultants
- Other duties as assigned

Pay:

Starting pay \$12.00/hour