Learning Consultant Team Lead Job Description

The Lead Learning Consultant’s overall function is to assist in the oversight and implementation of tutoring services at their designated sites. Under the supervision of the Assistant Director of Tutoring and Learning Services, the Lead Learning Consultant will serve as the main point of contact for tutors at their sites. In addition, Lead Learning Consultant will assist in the onboarding of new Learning Consultants, serve as mentors for these Learning Consultants tutors, hold regularly scheduled site meetings, submit learning period reports, and participate in the recruitment, hiring, and training processes for the Learning Services programs. Lead Learning Consultant are to support the development of the tutoring program and implement best practices for program success. This position is designed for those who have at least one year of tutoring experience and have experience in working in one or more of the following subject areas: accounting, math, biology, chemistry, computer science, engineering, physics, or writing-intensive core curriculum courses. Lead Learning Consultants 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
- Strong content knowledge of business, humanities, mathematics, science, or social science courses

Job Duties:
- Assist with the onboarding and orientation of new learning consultants
- Mentor new and returning Learning Consultants in discipline specific knowledge and tutoring techniques
- Assist with the observation and evaluation of Learning Consultants
- Support tutors and the Assistant Director with maintenance of and communications via Microsoft Teams and the Tutoring and Learning Services social media sites
- Assists in the recruitment and interviewing of New Learning Consultants
- Assists in the facilitation of mandatory trainings by participating with Training Leads. May involve developing original materials and creating activities and role-playing scenarios for each training topic
- Conducts workshop and classroom 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
- Develop marketing materials to promote and advertise tutoring services
**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 tutoring spaces in assigned centers are maintained in a clean and orderly fashion after each shift
- Assist with CASA projects and the organizing events on an as-needed basis
- Attend weekly meetings with the Tutoring and Learning Services programs leadership and other Learning Consultant Team Leads
- Other duties as assigned

**Pay:**
Starting pay $12.00/hour