

## Tutor and Course Co-Ordinator

### Desirable Skills

- Working knowledge of business computer programs including Word and Excel
- Developed organisational and communication skills

### Responsibilities

- In conjunction with the Committee, develop current and future course learning and activity opportunities
- Develop and agree yearly term course programs, reflecting tutor and venue timing and availability
- Liaise with tutors to establish maximum student number and class resource requirements including for example acceptable room size/configuration, whiteboards, data projectors, chairs, tables and the like
- Manage the induction and organisational awareness training of all new tutors
- Manage the day-to-day interface between tutors and students including advising any weekly adjustments to course programs
- Assist tutors deliver course content that meets U3A and community expectations
- Maintain tutor support material including contact register, confidentiality declarations, tutor manuals and the like
- Recognising tutors give generously of their time, develop and implement strategies in conjunction with the Committee that support and nurture the tutor pool and experience