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 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