Our Contact Information:

A Way With Words & Numbers
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Site Coordinator Job Description

Program Requirements

The Site Coordinator graduate assistantship position requires a minimum of 20 hours per week, which is considered a 0.5 FTE. This provides a tuition waiver, full insurance subsidy, and an hourly work study stipend. There are also part-time Site Coordinator positions available for 10 hours per week, which is considered a .25 FTE. These positions provide an hourly work study stipend. The commitment for graduate positions is for at least 1 year in which Site Coordinators are required to work during Fall and Spring semesters. Reliable transportation is required for this position. You must qualify for work study for this assistantship (be sure to check the Interested in Work Study box on your FAFSA form).

Training:

- Site Coordinator training occurs during the week prior to the start of the Fall semester. This training will thoroughly cover all aspects of the program, as well as all site coordinator responsibilities.
- Site Coordinators will participate in a weekly meeting (varies by semester)

Tutoring:

- Site Coordinators are expected to tutor at least 3 hours per week at their assigned site(s).
- For students struggling in reading, we offer an evidence based reading intervention (PRESS) that you will be in charge of coordinating at your school/site.

Reporting:

- Site Coordinators meet bi-weekly for a one-on-one meeting with their direct supervisor.
- Site Coordinators complete a mid-semester report during the Fall and Spring semester.

Job Functions

As a Site Coordinator, you will be expected to fulfill the following job functions:

Mentor/Role Model:

First and foremost, Site Coordinators are expected to be a mentor and role model for the undergraduate and school-age students that they serve. Because A Way With Words & Numbers is housed in the MU Career Center, we pride ourselves in being able to provide these students with academic and emotional support (to the best of one’s ability). Finally, we are to operate and demonstrate our commitment to meet the educational needs of elementary school students within the Columbia Public School District.

Supervision:

Site coordinators gain significant supervisory experience while supporting a group ranging from 8-20 tutors. Responsibilities include: scheduling tutors, arranging carpooling, monitoring time logs, organizing and leading team meetings, corresponding with tutors through biweekly reports, ensuring that tutors are representing A Way With Words & Numbers in a professional manner, and providing support to tutors who do not meet the expectations of the program.
Administrative:

Program Assignments: A Way With Words & Numbers is ran by graduate students. Teamwork and cooperation is key to making our organization run successfully. As a team, site coordinators will help to facilitate tutor recruitment, fundraising & community outreach, coordinating reading, math, or behavior training, program relations, ongoing training, etc.

Office Hours: Site coordinators spend 2.5-3 hours per week in the A Way With Words & Numbers office performing various office duties.

Meetings: Site coordinators attend weekly site coordinator meetings (varies by semester). Site coordinators also facilitate meetings for their tutors.

One-on-one Meetings: Site coordinators meet regularly with their direct supervisor one-on-one to discuss current events at your site.

Liaison:

Site coordinators regularly communicate with their site contact (the main contact at the school/site) and teachers/ community site leaders, both in person and via e-mail, to check on tutors’ progress and to discuss any concerns. Site coordinators are also responsible for scheduling tutoring sessions at their site, which requires working with teachers and/or site contacts to determine needs.

Weekly Responsibilities of a Site Coordinator (Approximately 20 hours per week for ½ time)

Respond to tutor biweekly reports (.5-1 hrs)
Respond to tutor, teacher, and site contact emails (1-2 hrs)
Report to supervisor through one-on-one meeting (.5-1 hrs)
Office hours (2-3 hrs)
Tutor at assigned site(s) (minimum 3 hrs)
Attend site coordinator and tutor meetings (2-3 hrs)
Work on program assignments and other duties (4 hrs)
PRESS responsibilities (3-4 hrs)

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