

**Tutoring and Learning Center Specialist
Truckee Meadows Community College**

Direct Link: <https://www.AcademicKeys.com/r?job=261843>

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Posted Aug. 29, 2025, set to expire Jul. 11, 2026

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| Job Title | Tutoring and Learning Center Specialist |
| Department | |
| Institution | Truckee Meadows Community College Reno, Nevada |
| Date Posted | Aug. 29, 2025 |
| Application Deadline | Open until filled |
| Position Start Date | Available immediately |
| Job Categories | Classified Staff |
| Academic Field(s) | Educational Services |
| Apply Online Here | https://apptrkr.com/6519298 |
| Apply By Email | |
| Job Description | |

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Tutoring and Learning Center Specialist

Thank you for your interest in Truckee Meadows Community College. If you need assistance or have questions regarding the application process, please contact Human Resources at (775) 673-7168 or humanresources@tmcc.edu.

Job Description

The Tutoring and Learning Center (TLC) Specialist is responsible for designing and delivering comprehensive training and support for tutors at the Tutoring and Learning Center (TLC). This position

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plays a key role in developing student workshops, collaborating with tutor liaisons, evaluating tutor performance, maintaining online resources, and promoting TLC services to the campus community.

Key Responsibilities:

Tutor Training & Development:

- Design, implement, and assess initial and ongoing training for tutors on effective tutoring techniques, communication, cultural competency, and college policies.
- Maintain the Canvas tutor sites, ensuring training materials, guides, and resources are current, organized, and accessible for all tutors.
- Assist with embedded tutoring and supplemental instruction recruitment and training.

Student Workshops:

- Develop and facilitate academic success workshops on topics such as study strategies, time management, test preparation, and subject-specific skills.
- Coordinate with faculty and staff to identify areas where workshops can address student challenges.

Tutor Evaluation & Support:

- Observe tutoring sessions and conduct regular performance evaluations of tutors.
- Provide constructive feedback and create individualized improvement plans when needed.
- Assist tutors with navigating and using Accudemia (or other tutoring management software) for scheduling and tracking sessions.

Collaboration & Communication:

- Work closely with tutor liaisons and faculty to identify trends in student needs and tutor performance.
- Conduct classroom visits to introduce TLC services, connect with instructors, and promote tutoring resources directly to students.

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Marketing & Promotions:

- Develop and implement marketing strategies to promote tutoring services and workshops through flyers, social media, campus newsletters, and outreach events.
- Coordinate campaigns to raise awareness about TLC programs among students and faculty.

Program Administration:

- Assist with recruiting, hiring, onboarding, and mentoring new tutors.
- Contribute to the development and assessment of TLC strategic goals.
- Prepare reports on tutor performance, training effectiveness, workshop attendance, and promotional outreach.

Minimum Qualifications

1. Associates degree in education, instructional design, counseling or related field
2. One (1) year of experience in tutoring, teaching, or academic support programs
3. Strong organizational, communication, and interpersonal skills.
4. Ability to work effectively with diverse student populations, faculty, and staff.

Preferred Qualifications/Skills

1. Bachelor's degree in education, instructional design, counseling or related field
2. Experience maintaining online learning sites (e.g., Canvas).
3. Familiarity with tutoring management software (e.g., Accudemia).
4. Skills in marketing or promotions within an educational setting.
5. Commitment to student success and equity in education.

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Salary and Benefits Information:

Salary: \$48,277 - \$60,346, initial salary placement will be dependent on education level and years of experience

Perks of Working at TMCC

- Health insurance options including dental and vision - [Health Insurance](#)
- 19.25% retirement match.
- Life insurance, long-term disability, generous annual and sick leave - [NSHE Benefits](#)
- Employer-paid long term disability (LTD) at 60% of salary up to \$7,500 per month-
- Sports and Fitness Center with annual or monthly membership options for employee and spouse/domestic partner.
- [ComPsych](#) supports employees through life's difficult moments.
- [Professional Grant-in-Aid](#): TMCC is proud to provide a reduced-rate tuition benefit to faculty and qualified dependents. Faculty can take up to six credits per semester at a reduced rate. Dependents of faculty have unlimited credits, but in order to be eligible children must be unmarried and under the age of 24 and must receive at least 50% of their financial support from the employee and/or employee's spouse or domestic partner.
- **Free** parking on all TMCC campus locations.
- No State income tax
- All full-time faculty and staff are provided with a variety of [discounts and employee purchase programs](#).

Exempt

Yes

Full-Time Equivalent

100.0%

Required Attachment(s)

Please note, once you submit your application the only attachment/s viewable to you will be the attachment/s to the resume/CV section of the application. Any additional required attachment/s to the cover letter, references, additional documents sections of the application, will not be viewable to you after you submit your application. All uploaded attachment/s will be on the application for the committee to review. To request updates to attachments, prior to the committee review of applications,

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please contact humanresources@tmcc.edu.

In order to be given full consideration all of the following must be attached to your application.

- 1) Resume/CV
- 2) Cover Letter
- 3) Contact Information for Three Professional References - Please make a note if you do not want your present employer contacted unless necessary to determine your qualifications for the position.

This posting is open until filled

Qualified individuals are encouraged to apply immediately. Lists of eligible candidates will be established and hiring may occur early in the recruiting process. Recruitment will close without notice when a sufficient number of applications are received or a hiring decision has been made.

Posting Close Date

09/27/2025

Note to Applicant

Applicants should fully describe their qualifications and experience with specific reference to each of the minimum and preferred qualifications. Search committees will use this information to determine that applicants meet minimum qualifications as listed in the job announcement.

This posting will close at 12:00 am on the date listed above. The posting will no longer be available to apply to after 11:59 pm the day prior.

All documents, including unofficial transcripts for academic positions, must be received prior to the closing date listed on the job announcement.

Employment is contingent upon successful completion of a criminal background check upon hire.

As part of the hiring process, applicants for positions in the Nevada System of Higher Education may be required to demonstrate the ability to perform job-related tasks.

Schedules are subject to change based on organizational needs.

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To apply, visit https://nshe.wd1.myworkdayjobs.com/en-US/TMCC-External/job/TMCC---Truckee-Meadows-Community-College---Dandini-Campus/Tutoring-and-Learning-Center-Specialist_R0148881-1

Truckee Meadows Community College is a comprehensive educational institution located in Reno, Nevada and is part of the Nevada System of Higher Education. TMCCs five instructional sites and numerous community locations serves an increasingly diverse population of more than 11,000 students each semester. TMCC, an HSI (Hispanic Serving Institution), is a progressive institution that celebrates inclusion and diversity while supporting core themes of academic excellence, student success, and access to lifelong learning.

A vital leader in the New Nevadas growing economy, TMCC is located near the beautiful Sierra Nevada Mountains in an environment rich with a thriving arts, culture, food scene, abundant outdoor activities, and a family-friendly local community. It is only a 3.5 hour drive to San Francisco, CA, a 40-minute drive to Lake Tahoe, and within easy driving distance of four national parks (Great Basin, Yosemite, Lassen, and Death Valley). For more information, please go to www.tmcc.edu or view our virtual tour at tour.tmcc.edu.

The Nevada System of Higher Education (NSHE) is committed to providing a place of work and learning free of discrimination on the basis of a persons age, disability, whether actual or perceived by others (including service-connected disabilities), gender (including pregnancy related conditions), military status or military obligations, sexual orientation, gender identity or expression, genetic information, national origin, race, or religion.

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

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