

District-Directed Call or Coordinator Position
Nursing Faculty Tutors
EXTERNALLY FUNDED: Chancellor's Office Nursing Enrollment Grant
Open Call for Fall 2025-Spring 2026
Contingent on Availability of Funds

Assignment:

Applications are now open to full-time and part-time faculty for Nursing Faculty Tutors.

The Nursing Faculty Tutor will receive an hourly stipend of \$76 per hour for up to 30 hours. Applications will be accepted each semester.

Submission Deadline:

Applications are accepted on a rolling basis.

Description and Scope of Work:

To support student success, the nursing program, using the Chancellor's Office Nursing Enrollment Fund grant, has implemented nursing faculty tutors. Students receiving tutoring are referred or self-refer for academic support and additional learning nursing-related content (theory or skills) support. This work is consistent with the intention of the Chancellor's Enrollment Grant to assure high completion rates for the Nursing program.

Nursing Faculty will tutor students in course-specific, specialty content and provide academic and clinical support through learning activities, mentoring, and resources to enhance student success. Prior to meeting with a student, tutors will communicate regarding student needs with course instructors and the Student Success Coordinator and will submit summary of each session for Grant reporting with timecards each month using the Faculty Resource Canvas site.

Scope of Work

- Tutoring sessions will be scheduled at the convenience of the student and tutor involved.
- Tutors will review didactic content and clinical skills applicable to current first- and second-year students in the Registered Nursing Program.
- If indicated by student need, the tutor will collaborate with the Nursing Department Chair, Student Success Coordinator, Student Accessibility Services, and/or the Director of Nursing to support student success.
- Tutors will develop resources and learning strategies to meet individual student needs to improve student success.
- Tutors will submit to the Student Success Coordinator a confidential (FERPA compliant) summary of tutoring sessions provided including student names, topics, results, and other pertinent information at the end of each month.

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Eligibility Requirements:

To be considered for the available position applicants must:

- Be a full-time or part-time faculty member at College of Marin
- Have received a satisfactory evaluation in their most recent evaluation cycle (CBA section 8.14.4.1)
- Have sufficient experience and/or training to serve in the role
- Availability to tutor students both in person and remotely (schedule and mode of interaction can be mutually agreed upon between student and tutor).

Application Process:

Please send a letter of application to **Dr. Alicia Bright** at abright@marin.edu that addresses the following:

- Discuss your interest and motivation for taking on this role in 500 words or fewer
- Detail your qualifications for the position and how they relate to the job duties and eligibility requirements outlined above
- Confirm that your most recent evaluation was satisfactory, and notes the semester date of your most recent evaluation
- Provide your current assignments and schedule for this semester and the semester/time period when the assignment will take place (to the extent known)
- If necessary, provide a clear plan of how you would request to change your assignment without negatively impacting your department/program and/or any other assignments in your schedule (See Below Under Assignment Adjustments for More Detail)

Eligible unit members are invited to apply. Up to four faculty may be assigned this work. Each applicant must complete the application process outlined above.

For more Information:

- Regarding assignment adjustment and scheduling availability requirements please contact your direct supervisor.
- Regarding the Nursing Faculty Tutor position, please contact **Dr. Alicia Bright** (abright@marin.edu).

Administrative and Budget Details:

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- Nursing Enrollment Grant: Fund 12410

- Budget Manager: Dr. Alicia Bright
- Administrative Assistant: Ms. Noreen Kimelman
- Project Supervisor: Dr. Alicia Bright

Assignment Adjustments:

Faculty applying for this role must demonstrate their ability to take on additional units as per Section 8.5 of the Collective Bargaining Agreement (CBA). Requests to change your assignment must be discussed with your chair and supervisor **prior** to submitting your application.

Please note that approval of assignment changes is at the District's discretion. If the District does not approve of the proposed change in assignment, the application will be denied.

Terms of Acceptance:

By accepting this role the applicant(s) agree(s) to the following:

1. Project Deliverables
 - Continue to meet all eligibility criteria
 - Perform the responsibilities associated with the position

2. Deadline Compliance
 - Deliver/produce the final product or outcome as described
 - Meet the deadline by which the final product or outcome is to be delivered

3. Non-Completion and Repayment Policy
 - If the faculty member fails to produce the final outcome or product at the time specified or an agreed-upon extension (granted by the Assistant Superintendent/Vice President of Student Learning and Success) they must repay to the District all monies received. They will also be ineligible for any overload, reassigned time, or stipend until successful completion of repayment.