

Federal Work Study Job Description Form

Job Title: College Aide **Desired No. of Hires:** 2

Department or Organization: Gateway to College

Address (Off campus only):

Supervisor: Katara Robinson

Office: Building 8/Room 206

Phone: 413-755-4480

Email: knrobinson@stcc.edu

Designee:

Office:

Phone:

Email:

General Job Description:

Provide in person and possibly virtual tutoring/ peer mentoring and support for students. Oversee study group sessions

Detailed List of Duties:

Reviewing classroom topics and assignments. Provide tutoring for students with homework, projects, test preparation, papers, research and other academic tasks individually or during study groups.

Working with students to help them understand key concepts. Act as a peer mentor/source of support for students.

Opportunities for Advancement: *Please list those duties an employee can expect to learn in terms of job growth, if rehired.* In this position the aide would learn/determine how to tailor resources for individual student needs, they would learn good communication, and figure out methods to engage students.

Responsibility Involved: *Consider responsibility for direction of others, service to the public, equipment or materials used, and the amount of confidentiality required.*

Mentoring, tutoring, supporting and assisting students, using technology, some confidentiality required.

Skills and/or previous experience desired:

Tutoring experience, Good grades; proficient in Algebra, English, and History

Amount of supervision required: Regular Occasional Minimal

Student employees are not permitted to work without any supervision.

Hours desired to cover (evening, weekend, etc.): Up to 15 hrs/week- 3 to 4 hours a day (days)

How to Apply: Contact supervisor/designee listed above.