Work Study Job

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Peer Tutor #1</th>
<th>Department:</th>
<th>TRiO Student Success Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hourly Rate:</td>
<td>$15.45</td>
<td>Supervisor:</td>
<td>Leon Haskins</td>
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</tbody>
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Job Description

**Role and Responsibilities**

**Tutoring Responsibilities (75% of the time):**
- Tutor TRiO students in the TRiO Tutoring Center on a drop in basis
- Facilitate the learning of variety of subjects including Science, Math, English and/or Business classes
- Lead and facilitate study group sessions
- Record daily tutoring contact hours and submit to TRiO-SSS' Program Coordinator

**Welcome Desk Responsibilities (15% of the time):**
- Help create a welcoming environment in the TRiO-SSS Office and TRiO Tutoring Center by greeting students, asking about their classes, and offering advice or information as needed
- Ensure each SSS student signs in upon arriving to the TRIO Tutoring Center
- Update Display Board in TRIO Tutoring Center

**Professional Development Responsibilities (10% of the time):**
- Attend peer tutor training & quarterly meetings.

**Educational Benefits**
- Flexible Scheduling
- Academically support peers
- Great on resume!

**Preferred Skills**
- Minimum 3.0 in prospective tutoring subject
- Previous tutoring experience
- Ability to tutor in multiple subjects

Applications Accepted By:

**Email:**
Email Leon Haskins at leon.haskins@seattlecolleges.edu
Subject Line: Interest in TRiO Peer Tutor Position

Supervisor: Leon Haskins  Date: 09/26/2017

Financial Aid Office Use only:

Approved By FA: Name  Date:  Date

Last Updated By: Name  Date/Time:  Date/Time

Supervisor Email the completed form to: financialsouth@seattlecolleges.edu
Save as: Job Title – Department Name