Work Study Job

Job Title:	Peer Tutor – Math/Computer Science Specialist	Department:	TRiO Student Success Services
Hourly Rate:	$17.27	Supervisor:	Qanani Kalil, Assoc. Director

Job Description

Role and Responsibilities

Tutoring Responsibilities (75% of the time):
- Tutor SSS students in the TRiO Tutoring Center on a drop in basis
- Facilitate the learning of variety of subjects with an emphasis in math and/or computer science
- Lead and facilitate study group sessions
- Record daily tutoring contact hours and submit to TRiO-SSS' Program Specialist

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
- Collect and input SSS student survey data into Microsoft Excel Worksheet(s)
- Update Display Board in TRiO Tutoring Center

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

Educational Benefits

Develop workplace skills (keeping a work schedule, completing assigned tasks, email/phone/Zoom etiquette), planning & organizational skills, communication & active listening skills, leadership skills

Preferred Skills

- Previous tutoring experience
- Ability to tutor in multiple subjects
- Good academic standing, minimum 2.75 GPA
- For prospective math tutors, completed at least Math 141 or equivalent; for prospective computer science tutors, completed at least CSC 142 or equivalent
- Effective interpersonal communication skills
- Proficient with using computer or very motivated to learn: (Microsoft Word and Excel)
- Demonstrated ability to be reliable and responsible employee

Applications Accepted By:		
Email: Qanani.a.kalil@seattlecolleges.edu Subject Line: TRIO Tutor Job	**Mail:** South Seattle College RSB 67 6000 16th Ave SW Seattle WA, 98106	**Phone:** 206 934-6762