

# Work Study Job

|              |            |             |                               |
|--------------|------------|-------------|-------------------------------|
| Job Title:   | Peer Tutor | Department: | TRIO Student Success Services |
| Hourly Rate: | \$19.97    | Supervisor: | Vanessa Unti                  |

## Job Description

### Role and Responsibilities

Tutoring Responsibilities (75% of the time):

- Tutor SSS students in the TRIO Tutoring Center
- Facilitate the learning of variety of subjects with an emphasis in English
- Lead and facilitate study group sessions
- Record daily tutoring contact hours and submit to TRIO-SSS Director

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
- Record & log session notes for students following appointments
- Update Display Board in TRIO Tutoring Center

Professional Development Responsibilities (10% of the time):

- Attend peer tutor orientation, training, & quarterly meetings.

### Educational Benefits

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

### Preferred Skills

- Knowledge of cultural competency and working with diverse groups, including working with individuals who are first-generation, who have disabilities and whose primary language is other than English.
- Effective interpersonal communication skills
- Proficient with using computer and willing to support students over Zoom
- Demonstrated ability to be reliable and responsible employee
- Good academic standing, minimum 3.0 GPA
- Mastery of the subject being tutored; good overall academic ability. 3.5 GPA in subjects they wish to tutor.
- For prospective English tutors, completed at least ENGL& 102
- For prospective math tutors, completed at least MATH& 142 or equivalent
- For prospective computer science tutors, completed at least CSC 142 or equivalent

## Applications Accepted By:

### Email:

Vanessa.unti@seattlecolleges.edu  
Subject Line: TRIO Peer Tutor

### Mail:

South Seattle College  
RSB 67  
6000 16<sup>th</sup> Ave SW  
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### Phone:

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