

**Student Worker Position Description
William Jewell College
2018-19 Academic Year**

OFFICE OR DEPARTMENT: Academic Achievement Center

CONTACT PERSON: Mr. Pharamond Guice

EMAIL: wjetutor@william.jewell.edu

JOB TITLE: Tutor

JOB DESCRIPTION: Provide individual and small group tutoring to students in the Academic Achievement Center. Assist students in improving academic achievement by meeting with them to clarify learning problems and work on study skills. Other assistance might include: Reviewing class material, discussing the text, predicting test questions, formulating ideas for papers, or working on solutions to problems. Tutoring is a supplement to classroom teaching. Tutors are not expected to know everything about the subject for which they tutor.

NUMBER OF HOURS PER WEEK: Varies

WORK DAY SCHEDULE: Varies

SEMESTER(S) OF EMPLOYMENT: Fall, Spring, and Summer terms

WAGE RATE:

\$7.85 [FY or SO rate]

\$8.10[JR or SR rate]

\$8.00 per hour [position requires special skills]

X \$10.00 per hour [campus tutors and lifeguards, only]

REQUIRED SKILLS:

	Answer phones		Grounds/landscaping		Statistics
X	Ability to work in office setting	X	Interpersonal skills		Theatre/Stage Production
	Ability to do physical labor		Inventory	X	Time management skills
	Accompanist		Lifeguard Certification	X	Tutoring
	Clerical/filing			X	Typing/data Entry
X	Computer skills		Photography		Sales
X	Customer Service		Research		Video/audio/sound technical skills
	Custodial		Science knowledge to assist lab		Web page design
X	Effective Communication		Sports Information		

Other, please specify:

Additional Information: Potential tutors can either have workshop or be eligible for federal work study. View full qualifications at [here](#).