

FEDERAL WORK STUDY PROGRAM

College Peer Mentor/Tutoring Worker-Griffin

Location: Griffin Campus Hours: 8:00 am – 6:00 pm (varies)

Supervisor: John Hurst Hourly Rate: $10.00

Under general supervision, provides assistance to students in a critical need subject area (math, English, computers, or science) while working in the Mentoring/Tutoring Center. Organizes and facilitates study sessions cooperatively with Mentoring/Tutoring and Academic Support Services staff. Works with instructors and/or Mentoring/Tutoring Center staff to determine content for study sessions and focus for student work. Follows up peer mentoring sessions with brief reports on mentoring activities and student progress that are submitted to the Director of Mentoring/Tutoring. Participates in training as directed in order to stay current in subject matter or learning strategies instruction.

Accepts direction and feedback from supervisors and follows through appropriately.

Works when scheduled; begins and ends work as expected; calls in according to policy when arriving late for work or when absent; observes policies on break and lunch periods; uses work time appropriately.

Demonstrates eagerness to learn and assume responsibility; seeks out and accepts increased responsibility; displays a "can do" approach to work.

Shows persistence and seeks alternatives when obstacles arise; seeks alternative solutions; does things before being asked or forced to by events.

**Minimum Qualifications:**
Self-starter, excellent interpersonal and customer service skills; highly organized, strong verbal communications skills. Knowledge of proper etiquette; professional dress; knowledge of college activities and operations.