

**Job Announcement**

**Position:**  Community Service / Federal Work-Study

**Location:** Family Patterns Matter – CEC/Newnan

**Reports to:** Linda Kirkpatrick

**Nature of Duties:**Assists elementary and middle school students who need additional clarification pertaining to reading, mathematics, science and social studies. Assists in maintaining an effective learning environment. Tutors may help students individually or in groups. In addition to tutoring, marketing responsibilities will include updating social media and designing posters and flyers. Demonstrates regular attendance and is punctual, neat, clean, and appropriately dressed. ***Must have own, reliable transportation to office/site.***

**Minimum Qualifications:**

* Be enrolled as a student at West Georgia Technical College
* Completed a FAFSA and be identified as being eligible for federal aid
* Complete a Federal Work-Study Employment Application available on-line at: [WGTC Job Center-Student Employment](https://www.easyhrweb.com/JC_WestGaTech/JobListings/JobCategory.aspx?JobCatTag=JOBCAT_STUEMPLMT)

**Preferred Qualifications:**

* Ability and experience in reading, mathematics, science and social studies
* Proficient use of Microsoft Word, Excel, Outlook, Social Media
* Marketing background

**Salary/Benefits:**  $12 per hour; no benefits

**Hours:** After elementary/middle school hours

**Method of Application:** Interested candidates must complete electronic application process at [WGTC Job Center-Student Employment](https://www.easyhrweb.com/JC_WestGaTech/JobListings/JobCategory.aspx?JobCatTag=JOBCAT_STUEMPLMT). Student Worker will be contacted by Supervisor for interviews.

**Employment Policy:** The Technical College System of Georgia and West Georgia Technical College do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law) in educational programs, activities, admissions or employment. All applicants will be considered; however, only selected applicants may be interviewed.  Approval of employment does not constitute a contract.  Continued employment is contingent upon job performance and funding.