

**Student Worker Position Description  
William Jewell College  
2011-12 Academic Year**

**OFFICE OR DEPARTMENT:** Academic Achievement Center

**CONTACT PERSON:** Janelle Dozar (email address: dozarj@william.jewell.edu)

**JOB TITLE:** Tutors

**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:** 7-8 hours per week

**WORK DAY SCHEDULE:** Flexible

**SEMESTER(S) OF EMPLOYMENT:** Fall and Spring semesters

**WAGE RATE:**

\$7.40 [FY or SO rate]

\$7.65 [JR or SR rate]

\$8.00 per hour [position requires special skills]

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

**REQUIRED SKILLS:**

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

Other, please specify:

**Additional Information:** This position is open to students eligible for either Federal Workstudy or Workship.