

STUDENT EMPLOYMENT OPPORTUNITY

_____ Federal Work Study Only

Date posted:

X Federal Work Study and/or Non-Work Study

JOB TITLE: Peer Tutor
POSITIONS: 6

NUMBER OF

DEPT/LOCATION: Tutoring Services

CONTACT INFORMATION: 309 268 8231

1. Effectively communicate with students to provide support for and assistance with general study skills and content areas in one-on-one, small group, and help-lab settings.
2. Prepare for sessions on a regular basis by reading textbooks and conducting research on current trends in content areas or academic support.
3. Complete and maintain administrative paperwork and data entry including but not limited to our scheduling software, assessments, timesheets, and human resources paperwork.
4. Participate in on-going staff development activities by attending training sessions to work towards College Reading and Learning Association Level 1 certification. Level 1 certification should be achieved within the first year of employment.
5. Maintain confidentiality of all student records and Tutoring Services information.
6. Complete regular and timely communication with Tutoring Services including weekly monitoring of the Heartland Community College employee email account.
7. Participate in departmental marketing efforts as requested, including making in-class presentations on Tutoring Services.
8. Serve as a training presenter when requested.
9. Make arrangements for substitutes on days when unable to tutor.
10. Maintain a high level of customer service at all times, including a positive attitude towards all policies, programs, and constituents associated with Heartland Community College.
11. Work reception as needed.
12. Complete additional tasks as requested by the Tutoring Services Leadership Team.

QUALIFICATIONS: Completion of at least 15 hours of transfer-level credit with cumulative grade point average of 3.0 or above and successful completion (A or B) of a course that equals or exceeds the difficulty of course(s) they will tutor. (See application packet for full list of qualifications and requirements for applying)

LEARNING OBJECTIVE: Tutor will demonstrate effective written and verbal communication skills.

ESSENTIAL COMPETENCY: C05: student communicates ethically through monitoring their behavior and interactions with others.

NUMBER OF HOURS/WEEK: Varies depending on subject area expertise and need

HOURLY WAGE: \$11.00

GENERAL WORK SCHEDULE: Varies, but can be flexible with student's schedule.

**PLEASE SUBMIT YOUR EMPLOYMENT APPLICATION TO
THE FINANCIAL AID OFFICE.**

**THE DEPARTMENT WILL CONTACT YOU DIRECTLY IF YOU
ARE SELECTED FOR AN INTERVIEW.**

Work Study Reference Sheet

General Information:

- For a student to be eligible for work study, they must be enrolled in at least 6 credit hours, maintain a 2.00 GPA and have need (need is calculated based on FAFSA information and assistance a student is receiving).
- The average work study student at Heartland is eligible for \$3000 for the Fall/Spring school year. At \$11.00/hr, \$3000 equates to a student working 8-10 hrs. per week for 32 weeks (16 weeks per semester).
- Summer work study eligibility is determined on a yearly basis based on our work study allotment from the Department of Education and our usage during the preceding fall and spring semesters.
- Advertising for a student worker positions is done through the Financial Aid Office.

- Student employment applications are available in the Financial Aid Office and are submitted to the Financial Aid Office to check for work study eligibility and then are forwarded onto the departments the student noted.

Changes effective fall 2017

- Job postings will need to include a learning objective and a HCC Essential Competency.
- Students hired for Assistant II positions must be work study eligible; you will need VP approval to hire a non-work study student for an Assistant II position.
 - Examples of Assistant II positions are: Ambassador, Assistant II, Lab Assistant II, Peer Mentor and Peer Tutors.
- Assistant I positions will continue to be open to work study and non-work study at the department's discretion based on budget and needs.
- Please contact HR if you are unsure on the classification of the position you are hiring for.