



LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

Financial Aid

POSITION NUMBER: CYC00012	
JOB TITLE: Student Worker III, Math Tutor Specialist III	College Work Study Position
DEPARTMENT: Tutoring Center	PAY: 10.40 per/hr.
CAMPUS: LSC-Cypress Center	HOURS: 19.5 per/wk.

POSITION SUMMARY

This position will support the Tutoring Center by providing tutoring to students requiring assistance in math ranging from developmental math to college math. May work with students having learning, physical, or mental disabilities. Tutors need to be flexible, understanding, and have the ability to utilize different teaching and learning strategies to meet the need of the students. Math tutor is needed during the afternoon and evening hours. Required to provide high level information. May interact one-on-one with students. May interact with a high volume of customers. Will work with and assist diverse groups.

PRIMARY RESPONSIBILITIES

1. Answering phones, taking messages, redirecting calls
2. Provide general information related to the department
3. Mail department information
4. Send standardized department emails
5. Provide handouts and/or forms to customers
6. Maintain inventory
7. Event preparation and support
8. Provide limited technology support to end users
9. Tutor, ability to take lecture notes, act as scribe, and proof read
10. Interpret regulations and policies

REQUIRED QUALIFICATIONS

- High School Diploma or Equivalent
- 2 years of related work experience

KNOWLEDGE SKILLS AND ABILITIES

- Customer service
- Interpersonal skills
- Organizational skills
- Communication skills (written and/or oral)
- Working knowledge of general office procedures and practices

USE OF EQUIPMENT AND MACHINERY

- Use computer for word processing