



LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

Financial Aid

POSITION NUMBER: OC00008	
JOB TITLE: Tutor	College Work Study Position
DEPARTMENT: The Association for the People and Community (A.P.C INC) 2325 Atascocita Rd Ste. F204 Humble, TX 77396	PAY: \$15.00 per/hr.
CAMPUS: LSC-Atascocita Center	HOURS: 15-19 per/wk.

POSITION SUMMARY

Tutor will assist 3rd and 9th grade students with Math, Science, English, and History homework. Will also tutor and prepare students for STAAT and PSAT. Additional duties include assisting with any enrichment activities scheduled during after school hours and distributing snacks. Tutor will perform clerical duties such as distributing flyers, copy/scan/fax, and assist A.P.C staff with filing documents as needed. Required to provide high level information. May interact with a high volume of customers. Will work with and assist diverse groups.

PRIMARY RESPONSIBILITIES

1. Filing
2. Copying
3. Faxing
4. Answering phones, taking messages, redirecting calls
5. Pick up and deliver mail
6. Scanning and/or shredding
7. Provide general information related to the department
8. Record maintenance, preparation and review of forms, data entry
9. Mail department information
10. Send standardized department emails
11. Provide handouts and/or forms to customers
12. Maintain inventory
13. Set up learning environment (such as labs, classrooms, etc.)
14. Event preparation and support
15. Prepare reports
16. Collect and record data
17. Maintain knowledge of multiple programs
18. Interpret regulations and policies
19. Maintain and/or process records
20. Tutor, ability to take lecture notes, act as scribe, and proof read

REQUIRED QUALIFICATIONS

- High School Diploma or Equivalent

KNOWLEDGE SKILLS AND ABILITIES

- Customer service
- Interpersonal skills
- Organizational skills
- Analytical and problem solving skills
- Communication skills (written and/or oral)
- Working knowledge of general office procedures and practices
- Ability to sort, merge, and complete mass mailings
- Proficiency with one or more office software (Word, Excel, PowerPoint, Access)

USE OF EQUIPMENT AND MACHINERY

- Lift objects weighing up to 20 lbs.
- Standing for two or more hours
- Use small office equipment including copy machines or multi-line phone system
- Use computer for word processing