



LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

Financial Aid

POSITION NUMBER: TC00045	
JOB TITLE: Student Worker I, TUTOR	College Work Study Position
DEPARTMENT: lifePATH	PAY: \$8.22 per/hr.
CAMPUS: LSC-Tomball	HOURS: 3 per/wk.

POSITION SUMMARY

Will provide learning assistance to lifePATH students who may require additional time to understand and complete assignments. This position requires tutoring in the subjects of MATH (ALEKS, basic math), Personal Finance (basic math), and provide homework such as reading directions, proof reading, and submitting assignments to D2L, etc. May interact one-on-one with students. Will work with and assist diverse groups.

Day/Times

Mon/Wed...3:30-4:30

Tue/Thu.....3:30-4:30

Friday.....9:00-10:00

PRIMARY RESPONSIBILITIES

1. Ability to multitask
2. Provide limited technology support to end users
3. Tutor, ability to take lecture notes, act as scribe, and proof read

REQUIRED QUALIFICATIONS

- High School Diploma or Equivalent
- 0-1 Year experience

KNOWLEDGE SKILLS AND ABILITIES

- Interpersonal skills
- Organizational skills
- Communication skills (written and/or oral)

USE OF EQUIPMENT AND MACHINERY

- Use computer for word processing