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| Form Name: | On-Campus Student Employment Job Description |
| Submission Time: | January 14, 2025 11:06 am |
| Browser: | Chrome 131.0.0.0 / OS X |
| IP Address: | 70.22.218.56 |
| Unique ID: | 1305139584 |
| Location: | 42.2435, -71.8368 |

On-Campus Student Employment Job Description

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|---|---|
| Department/Location | Student Academic Support Services |
| Supervisor Name | Kaitlin Hanlon |
| Supervisor Email Address | khanlon@annamaria.edu |
| Supervisor Phone Number | 5088493358 |
| Are you actively hiring this position? | Yes |
| Position Title/Classification | Academic Coaching Tutor |
| Number of Hours Available per Week | 5 |
| Job Description | Academic Coaching tutors will help students with assignments and various aspects of academic success at the college level. They will help with events and workshops as needed to promote the service around campus. They host both individual and group sessions. |
| Duties Performed | Tutoring as needed (up to 5 hours a week) regarding time management, organization skills, and setting goals All tutor training Monthly professional development Train new tutors as needed Projects and office work as needed per Director |
| Specific Qualifications | Sophomore, Junior, or Senior. Minimum of 3.0 GPa |
| Special Application Instructions | Interview required |
| Dates of Employment | Full Academic Year |