



**STUDENT JOB DESCRIPTION**

**JOB TITLE:** Tutor

**WORK AREA:** LARC

**HOURS:** 2-5 per week

**TYPICAL WORK HOURS**  Daytime  Evening  Weekends  
(Check all that apply)

**JOB RESPONSIBILITIES/DUTIES:** Group or individual tutoring sessions. Work to teach and assist students to understand content. Assist students by asking questions, seeking answers and thinking differently about the content.

**QUALIFICATIONS:** Must have knowledge in subject matter and have successfully completed course work or comparable course work in area to tutor. Must be able to communicate course work material to another student, have patient and professional behavior and the ability to communicate effectively.

**Will this position require any driving of Minnesota West owned vehicles or a personal vehicle?**  
 Yes  No

**If you checked yes, please be aware that additional paperwork is required before the student is asked to drive.**

**ALL WORK STUDY EMPLOYEES WILL RECEIVE A PERFORMANCE REVIEW UPON COMPLETING 40 WORK HOURS.**

**WAGE RATE:** \$15.00 per hour

**NUMBER OF STUDENTS NEEDED:**

  1-2   Academic Year             Summer (June-August)

**TO INTERVIEW FOR THIS POSITION, CONTACT:**

**Supervisor:** Michael Van Keulen, Minnesota West

**Location:** Canby campus

**Phone:** 507-223-1329

**Email Address:** Michael.VanKeulen@mnwest.edu

**Canby Campus**  
1011 First Street West  
Canby, MN 56220

**Granite Falls Campus**  
1593 11<sup>th</sup> Avenue  
Granite Falls, MN 56241

**Jackson Campus**  
PO Box 269  
Jackson, MN 56143

**Pipestone Campus**  
1314 North Hiawatha  
Pipestone, MN 56164

**Worthington Campus**  
1450 Collegeway  
Worthington, MN 56178

**Luverne Site**  
311 N. Spring Street  
Luverne, MN 56156