STUDENT JOB DESCRIPTION

JOB TITLE: Tutor

WORK AREA: LARC

HOURS: 5-20 per week (as needed)

TYPICAL WORK HOURS
(Choose all that apply)
☐ Daytime  ☒ Evening  ☒ Weekends

JOB RESPONSIBILITIES/DUTIES:
- Meet students in person and gather information about specific topics or subject areas that they are struggling with
- Review recent homework assignment and test scores, and work through problems or questions that the student did not answer correctly
- Assist students in acquiring and implementing study habits
- Explaining and/or reviewing materials presented as course lecture or textbook
- Help the student understand his/her material and succeed academically

QUALIFICATIONS:
- Must provide proof of established proficiency in subject matter
- Must be reliable, punctual, trustworthy, and responsible
- Must be able to communicate and explain course work material to other students
- Must have patience and demonstrate professional behavior and the ability to communicate effectively
- Possess the ability to develop positive rapport with other students

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: $11.00 per hour

NUMBER OF STUDENTS NEEDED:
☐ 2-6 Academic Year  ☐ Summer (June-August)

TO INTERVIEW FOR THIS POSITION, CONTACT:

Supervisor: Salome Chonko, Minnesota West
Location: Jackson Campus
Phone: 507-847-7970
Email Address: salome.chonko@mnwest.edu