Beloit College
Student Employment Job Description

Position Title: HYSP Pre-Collegiate Tutor
Hourly Rate: $7.50

Department: Help Yourself Programs
Supervisor: Regina Hendrix

Work Location: Beloit Memorial High School, ICC on campus
Account Number: 04-30400-60018-00000-xxxxx

Do multiple individuals hold this position at one time?  
Yes  No
Number of positions available: 6

Work Schedule
A student in this position can expect to work 1.5 hours per day, 2 - 4 hours per week.
The student will work  Monday thru Friday  Saturday  Sunday  any day of the week.
Hours are available during the following times of the day:  3:00 pm - 8:00 pm .

Department/Position Overview
The student will provide academic assistance to Help Yourself participants in grade 9-12 (known as Pre-Collegiate) in a variety of subject areas during our regular, after-school tutoring hours. The tutor will observe student work habits, provide positive and constructive feedback to students with their homework, challenge students with appropriate questions to spark critical thinking, and assure a positive learning environment for all in the tutoring room. The tutor will need advanced skills in one of the following areas: writing, mathematics, science, foreign language and/or social studies.

Description of Duties and Tasks
- Interact with and convey a positive attitude to visitors and the campus community in person or by phone
- Conform to an established work schedule; reliably work set hours as assigned
- Perform clerical duties in support of the department, i.e. data entry, filing, copying, mailings, etc.
- Maintain the confidentiality of departmental/employee/student information
- Run errands on and/or off campus, including campus mail pick-up and delivery
- Perform light cleaning, departmental organization, and upkeep as required
- Work efficiently and accurately without immediate supervision
- Provide academic assistance to high school students who are from first-generation, low-income backgrounds
- Document student progress or concerns for Assistant Director
- Follow-up with students about tests, homework, and all other academic issues
- Supervise students and motivate them to stay focused on their studies.
Required Training and Skills

- Ability to communicate in a concise and effective manner, both verbally and in writing
- Detail oriented with strong organizational skills
- Familiarity with specific computer software, listed here: Microsoft Word & Excel
- Familiarity with specific equipment, listed here:
- Completion of coursework or training, prior experience, and/or specific certifications, listed here: Have advanced skills in one or more of the following areas: writing, reading, mathematics, science, foreign language or social studies.
- Ability to connect with young people, especially those who are low-income and/or first-generation