Work-Study Position Data Request

The College Work-Study Program is a federally/state-funded, campus-based financial aid program with a limited number of funds for **students who have documented financial need** and who want to earn part of their educational expenses while attending college. **Students interested in College Work-Study must have a current FAFSA on file in Financial Aid to determine financial need and eligibility.**

Students must submit an application online and indicate which position(s) in which they are interested, along with a copy of their current class schedule. Incomplete applications will be discarded. Applications will not be kept on file once a position is filled. For more information on the Work Study Program or to apply for open positions, please visit www.Kilgore.edu/student-jobs.

1. **Department or Office requesting work-study:** __Instructional Student Support- The Zone__

2. **Position Title:** __Work Study__

3. **Number of positions available:** __1__

4. **Date/Term student needed:** Summer 2024-25

5. **Rate of Pay: $12/hr**

Description of duties:

Provide subject-specific content help to students through either individual or small group assistance, based upon the principles and guidelines of the KC- Zone's Computer and Tutoring Labs
1. Tutor training workshops.
2. Facilitate active learning by allowing the tutee to determine the context and pace of the tutoring session.
3. Provide guidance and direction to tutees in order to help become a more independent learner.
4. Encourage students to attend faculty office hours.
5. Check your mail folder every time you come to work.
6. Arrive to work on time and ready to work; remain at work until your shift is complete.
7. Develop a schedule of availability and submit them to the appropriate Supervisor.
8. Complete all required paperwork prior to the start of semester (or hire date).
9. Maintain regular and accurate records of tutoring sessions using current software and/or relevant forms.
10. Practice ethical standard when assisting faculty and staff, which includes maintaining professionalism and confidentiality.
11. Practice courtesy with others and take responsibility for keeping the Zone Computer and Tutor Lab's neat and clean.

Requirements/Skills Required:

1. Eligible for employment in the United States
2. Peer Tutor: maintain an overall GPA of 3.0 (B) or above with a course grade of 3.0 or higher for any course you plan to tutor, with at least thirty (30) completed credit hours not including developmental courses. Part-time Tutor/Part-time Employee: must have an AA/AS/AAS degree or higher from an accredited college/university. Student Assistant/Part-Employee {Front Desk}: must be currently enrolled as a KC student with an overall GPA of 2.0 or have an AA/AS/AAS degree or higher from an accredited college/university.
3. Attend ten (10) hours of mandatory tutor training during your first two (2) semesters of tutoring.
4. Excellent verbal, written and interpersonal communication skills.

Preferred Availability:

☐ **Sunday**	☐ Morning	☐ Midday/Afternoon	☐ Evening
☑ **Monday**	☑ Morning	☑ Midday/Afternoon	☑ Evening
☑ **Tuesday**	☑ Morning	☑ Midday/Afternoon	☑ Evening
☑ **Wednesday**	☑ Morning	☑ Midday/Afternoon	☑ Evening
☑ **Thursday**	☑ Morning	☑ Midday/Afternoon	☑ Evening
☑ **Friday**	☑ Morning	☐ Midday/Afternoon	☐ Evening
☐ **Saturday**	☐ Morning	☐ Midday/Afternoon	☐ Evening

Once an application is submitted, the Financial Aid Office will determine eligibility and forward the information to the respective Departments. Interviews will be conducted by the Department listed on the job description. Once a position is filled, the job posting will be removed from the website and other job posting areas.