

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 one application per position 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 and applying via Campus Connect for Work Study jobs, please visit www.kilgore.edu/student-jobs

1. **Department or Office requesting work-study:** TRIO SSS
2. **Position Title:** Peer Tutor/Coach
3. **Number of positions available:** 1
4. **Date/Term student needed:** 26-27 Fall/Spring/Summer

Description of duties:

1. Assist students in developing competency in course work.
2. Provide one-on-one support and encouragement to help the student develop an increased sense of confidence in his or her own abilities.
3. Encourage student to become an independent learner by suggesting more adequate tools of study.
4. Act as Peer Coach/Mentor to all TRIO Participants
5. Participate in tutor orientation and training sessions. Receive training to teaching/learning, communication techniques, and use of appropriate materials and equipment.
6. Report directly to and attend regularly scheduled meetings with the TRIO staff.
7. Assist in administration of periodic assessments of the program.
8. Assist students with technical/online (Blackboard) issues.
9. Assist TRIO staff with other office assignments.

Requirements/Skills Required:

1. Applicants must have earned an "A" or "B" in the course they intend to tutor, and obtain a positive written recommendation from a college instructor in the field of instruction.
2. Have a minimum 3.0 GPA
3. Demonstrate competency in communicating with others
4. Possess characteristics of responsibility, desire to help others, flexibility, an open-minded, non-judgmental attitude.
5. Applicants are also required to sign and adhere to an Ethical Responsibilities statement.

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.