



FWS

Job Announcement

Priority 1

Title of Position: College Assistant VI

Supervisor: Kevin Kistler

Department: Non Credit

Number of job openings: 1

Will schedule be arranged around student's classes?

Yes

No

Dates and Hours: 10-1 pm and/or 5-7 pm

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Duties:

1. Tutoring individual students and small groups
2. Preparing and/or gathering pertinent instructional materials to meet students' needs
3. Attending supervisor/tutor meetings as scheduled
4. Following all TLC Lab procedures
5. Maintaining liaison and rapport with instructors
6. Discharging other duties as assigned

Job qualifications:

1. Be recommended by an instructor or other qualified person

2. Have a minimum GPA of 3.0
3. Be congenial, patient, and knowledgeable in the subject matter to be tutored