



**Federal Work-Study**  
**Academic Assistance Center: Student Tutor**

**Name of Position:** Student Tutor

**Number of positions available for this posting:** 2

**Pay Grade and Classification:** Grade I: \$14.00

**Hours per week:** 20

**Terms of Employment:** Fall, Spring, Summer

**Name and Address of Employer:**

Academic Assistance Center  
Jackson State Community College  
2046 N. Parkway  
Jackson, TN 38301

**Supervisor:**

B. Jeanette Stone  
731-425-2614  
[bstone1@jsgc.edu](mailto:bstone1@jsgc.edu)

**Location of Job Placement:**

Gibson County Center  
2071 US Highway 45 Bypass  
Trenton, TN 38382

**Purpose and Role of the Position:**

- To assist students who come to the Gibson County Center for assistance with the courses the tutor is approved to tutor.

**Duties and Responsibilities:**

- Assist students with subject areas for which they are qualified and approved to tutor.
- Maintain records of each tutoring session, including:

- names of students attending (first and last names),
  - date of session,
  - subject each student is being tutored in,
  - time each student began/ended tutoring session,
  - and the tutor's name
- Provide tutoring records daily to the tutoring coordinator via email
- Maintain professionalism

**Qualifications:**

- Required Qualifications
  - Recommendation from the instructor with whom the student tutor took the class or classes they wish to tutor
  - An A or high B in the courses they will be tutoring
  - Thorough understanding of the courses they are recommended to tutor
  - Communicate effectively and relate well with others