



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@jscc.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

