

Kishwaukee College Work Study Position

DEPARTMENT: Tutoring Services

*Note: Students are not allowed to work in more than one department at the same time.

JOB DESCRIPTION (Include major duties to be performed):

Peer Tutor -- MATH

- * Provides high quality one-on-one or group tutoring to all students.
- * Contributes in the development of supplemental materials for specific subject areas.
- * Attends all meeting or trainings conducted by the Coordinator in conjunction with tutoring.
- * Participates in all evaluation procedures.
- * Must be dependable, responsible, reliable, and punctual.
- * Maintains confidentiality and records progress of student learning during the tutoring session.
- * Treats the students with dignity and respect.
- * Performs other duties as may be assigned by the Tutoring Coordinator.
- * Promotes a safe and positive work environment.

QUALIFICATIONS/SKILLS REQUIRED

- * Is currently enrolled at Kishwaukee College as a student with at least 6 credit hours.
- * Have received at least a 3.6 GPA in the course/courses they will be tutoring.

NUMBER OF HOURS PER WEEK: 4-8 hours/week -- number of working hours may vary due to the subject tutoring and the class schedule.

DAYS OF WEEK. (check one): Flexible or Must be able to work the following days of the week: [Click or tap here to enter text.](#)

DEPARTMENT SUPERVISOR/COORDINATOR: Ann Mueller, Tutoring Services Coordinator

CONTACT INFORMATION: Office, phone, email: A-1312; 815-825-9335; amueller@kish.edu

STUDENTS MAY ALSO APPLY TO ME DIRECTLY: YES: NO