2024-2025
Work Study Position Description

Department: Instruction
Position Title: Academic Tutor/Teaching Aide
Bellingham Technical College
Address: 3028 Lindbergh Ave. Bellingham, 98229

Schedule Guidelines:
- Work Study employees may not exceed the wages and hours referenced in the referral.
- 15-minute break per 3+ hr shift
- After consecutive 5hrs, ½-hour lunch required
- Hours must be submitted and approved by supervisor by payroll deadlines
- Employment subject to continued eligibility
- See referral for additional details

I. EDUCATIONAL BENEFITS TO BE DERIVED BY STUDENTS IN THIS JOB:

Experience with Tutoring or teaching others.
Feel good about assisting others in realizing their dreams.
Be a part of a team-approach to learning, brainstorm creative ways to help students learn new concepts.

II. SUMMARY OF JOB:

Under the direction of an assigned lead departmental employee, the Work Study employee may monitor or perform routine duties to assist in the individualized or group instruction of students in the development of learning.

Duties may include assisting developmentally disabled or sensory handicapped students within or outside the classroom. Most tutors work with students one on one or in a small group organized by course. Both on campus and online hours may be scheduled.
III. MINIMUM QUALIFICATIONS:
Two quarters of college with a minimum grade of "B" or better in courses in which student will be tutoring.

Good interpersonal skills and ease in relating to a diverse population.

Responsible, dependable and mature.

IV. AVAILABILITY REQUIREMENTS OR EXPECTATIONS:
Weekly hours can range between 3-17 hours per week, with the average student working between 5-15.

Students should be willing to learn how to assist other students via Zoom, as well as in person.

V. TYPICAL EQUIPMENT USED:
Computer, copy machine, camera and microphone used in desktop or laptop use in online tutoring offered through Zoom. Other equipment and tools may be program/trade specific.

VI. PHYSICAL REQUIREMENTS:

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<thead>
<tr>
<th>Sitting:</th>
<th>x</th>
<th>Walking:</th>
<th>Bend at waist:</th>
<th>Climbing Ladders Stairs:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standing:</td>
<td>x</td>
<td>Crawling:</td>
<td>Kneeling/squatting:</td>
<td>Reach above shoulder:</td>
</tr>
<tr>
<td>Pushing/pulling:</td>
<td>Lifting (up to 50 lbs.):</td>
<td>Carrying:</td>
<td>Repetitive arm/hand movements:</td>
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VII. ADDITIONAL NOTES:
Work Study employees do not work during period of non-attendance (winter/spring breaks).

Job Title: Teaching Assistant
Department: Instruction
Rate of Pay: $17.80/hour
Job Class Code: WS4419
Work Study Administrator: Joy Hicks, JHicks@BTC.Edu, 360-752-8460

Compensation & Work Schedule:
Effective July 1, 2024 the hourly pay rate is 17.80.
Additional benefits include some paid sick leave in accordance with Washington State law and Initiative I-1433.
Sick leave is accrued at 1 hour for every 40 hours worked. Employee Assistance Program (EAP), a free counseling & referral program. Potential flexible schedule. No additional benefits.