



# 2025-2026 Work Study Position Description

3028 Lindbergh Ave. Bellingham, WA 98225 • (360)752-8351 • fax (360)752-7151 • FinAid@BTC.edu

Department: TRIO Student Support Services  
Position Title: TRIO Tutor- BIO / Math  
Bellingham Technical College  
Address: 3028 Lindbergh Ave. Bellingham, 98229  
  
Supervisor: Lou Plitkins  
Supervisor Contact: lplitkins@btc.edu  
  
Site Supervisor: Lou Plitkins  
Site Supervisor Contact: lplitkins@btc.edu

## 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:

Students who serve as a TRIO tutors will gain experience with tutoring/teaching and better understand how to support students' academic growth.

TRIO tutors will be part of a team comprised of TRIO staff and other Work Study employees/students. They will gain transferable skills related to teamwork, technology use, communication, and interpersonal skills.

## II. SUMMARY OF JOB:

Provide 1:1 or small group tutoring for TRIO students who are taking Biology and/or Math classes. Tutoring sessions may be scheduled in-person or online (Zoom). Ideally, the tutor would be comfortable with both biology and math content but not required.

Support students with completing BIO and/or Math homework assignments, studying for tests, reviewing vocabulary, discussing key concepts, etc. Assist students in utilizing active learning strategies and accessing educational resources to support their progress.

**III. MINIMUM QUALIFICATIONS:**

1. Available for 10-15 hrs per week. Note: may require occasional evenings
2. Two quarters of college with a minimum grade of "B" or better in courses in which student will be tutoring.
3. Good interpersonal skills and ability to think creatively about problems
4. Reliable, compassionate, growth mindset about learning

**IV. AVAILABILITY REQUIREMENTS OR EXPECTATIONS:**

1. Available for 10-15 hrs per week. Note: may require occasional evenings
2. Shifts may be in-person or on Zoom depending on needs of the students being tutored
3. Consistent and punctual
4. This position does not work during academic breaks.

**V. TYPICAL EQUIPMENT USED:**

Computer/Laptop (PC not Mac); keyboard and mouse; dual monitors; printer/copy machine; multi-line phone; scanner

**VI. PHYSICAL REQUIREMENTS:**

Sitting:	X	Walking:	X	Bend at waist:	X	Climbing Ladders Stairs:	X
Standing:	X	Crawling:		Kneeling/squatting:	X	Reach above shoulder:	X
Pushing/pulling:	X	Lifting (up to 50 lbs.):	X	Carrying:	X	Repetitive arm/hand movements:	X

**VII. ADDITIONAL NOTES:**

Position to begin Fall 2025.

\*\*\*\*\*SFR Office Use Only\*\*\*\*\*

Job Title: Teaching Aide Department: TRIO Student Suppo Rate of Pay: \$ 19.22 /hour

Job Class Code: WS<sup>4419</sup> Work Study Administrator: Joy Hicks, JHicks@BTC.Edu, 360-752-8460

**Compensation & Work Schedule:**

Effective 07.01.2025 the hourly pay rate is \$19.22.

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.