

2021-2022 POSITION DESCRIPTION

Department: <u>Tutoring Department</u>	Schedule Guidelines: Work Study students may not exceed the award. Most awards accommodate 10 hours per week dependent upon the student's Federal Budget.
Position Title: <u>Teaching Aid- Tutor</u>	10 minute break per 3+ hr shift. After 5hrs, ½-hour lunch required.
Host Business: Bellingham Technical College Address: 3028 Lindbergh Ave.; Bellingham, 98229	Site Supervisor/Lead: <u>Maryn Gunning</u>
Site Supervisor Phone:(360) <u>752-8499</u>	Site Supervisor Signature: _____
Supervisor Phone: (360) <u>752-8499</u>	Supervisor: <u>Heidi Ypma</u>
	Supervisor Signature: _____

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, brain storm creative ways to help students learn new concepts.

II. SUMMARY OF JOB:

Under the direction of an assigned lead departmental employee, the Work Study student may monitor or perform routine duties to assist in the individualized or group instruction of students in development of learning. Duties may include assisting developmentally disabled, or sensory handicapped students within the outside the classroom.

III. MINIMUM QUALIFICATIONS:

High school diploma or GED.

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.

Previous tutoring experience beneficial, but not required.

IV. AVAILABILITY REQUIREMENTS OR TIME EXPECTATIONS:

Weekly hours can range between 3 and 19 hours per week, with the average student working between 5 and 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, microphone. Other equipment and tools may be program/trade specific.

VI. PHYSICAL REQUIREMENTS:

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

VII. ADITIONAL NOTES:

*****Financial Aid Office Use Only*****

Job Title: Teaching Aide Department: Tutoring Center Rate of Pay: \$ 13.91/hour
Job Class Code: WS 4419 WS FAPC: _____ Match FAPC: _____ Reimbursement: _____%
Work Study Administrator: Joy Hicks, JHicks@BTC.Edu, 360-752-8460