



TRiO Programs Student Job Descriptions

2300 E. Gibson Road | Suite 850 | Woodland, CA 95776
Phone: (530) 661-2285 | Fax: (530) 661-6202 | wcctrio@yccd.edu

- Position Title:** ETS Peer Mentor/Tutor (6th – 12th Grade)
- Job Location:** Yolo and/or Colusa County area (various school sites)
- Job Type:** Part- Time (Maximum 20 hours)
- Program Description:** **Educational Talent Search (ETS)** is a federally funded program for middle school and high school students offered through Woodland Community College. The mission of ETS is to help motivate, support, encourage, and expose students to experiences that will enhance their potential to succeed on the secondary level and in a higher education institute of their choice, while also promoting personal growth and cultural diversity.
- Job Description:** Tutor/Peer Mentors will advise, tutor, guide, and be a resource to ETS students. The Tutor/Peer Mentor's primary focus is to support the overall success of the student by providing help with goal setting, tutoring, professional development, and personal development. Candidate must demonstrate willingness, patience, and a passion for the student's advancement in post-secondary education.
- Responsibilities:** Under the direction of the ETS Specialist, the Tutor/Peer Mentor will perform a variety of duties involving meeting with students, assisting with tutoring, planning social events, maintaining records, filing and typing reports. Mentors are responsible to:
- Meet with students and maintain proper documentation of their progress.
 - Develop an enduring & trusting relationship with mentees.
 - Present TRIO programs' information during campus events
 - Maintain punctual attendance
 - Other tasks assigned by program Specialist as deemed necessary.
- Knowledge of:** Essential office skills including:
- Modern office practices, procedures, and equipment.
 - Correct English usage, grammar, spelling, and punctuation.
 - Interpersonal skills using professionalism, patience, and courtesy.
 - Policies and objectives of assigned program and activities.
- Qualifications:** Must be currently enrolled at a Community College, CSU, UC or Private.
Must maintain a 2.5 cumulative GPA or above.
Must have a valid driver's license and be able travel to designated sites.
Must demonstrate compliance to tutor students in either Middle School Level or High School Level:
- English
 - History
 - Math
 - Sciences