



TRiO Programs Student Job Descriptions

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- Position Title:** Tutor/Peer Mentor (Summer)
- Job Location:** Woodland Community College
- Job Type:** Part-Time (seasonal)
- Work Days/Hours:** M-TH, 20-25 hour
Fridays at the discretion of individual program need
- 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 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 a TRiO Staff, the Tutor/Peer Mentor will perform a variety of tutoring and mentoring duties which involve meeting with students, assisting with tutoring, 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.
 - Maintain punctual attendance
 - Facilitate student activities
 - Priority consideration will go to students who have taken Woodland Community College courses or courses taken at a university with the equivalency to classes offered over the summer (courses are subject to change).
 - Other tasks assigned by program Staff 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 maintain a 2.5 cumulative GPA or above.
Must have a valid driver's license and be able travel to designated sites.