



Position Title: PART-TIME (WORK-STUDY): MENTOR/TUTOR/ADVISOR

Location: All Sites
Hours: up to 19 hours/week
Salary Range: \$10/hourly
Job Classification: Non-Exempt
Security Sensitive: Yes
Division: Student Services-Perkins WSMP
Department: Advising/Outreach
Reports to: Student Service Director

II. Education Requirements

High School diploma and must currently be enrolled at Coastal Bend College.

III. Qualifications:

Be registered with Selective Service, or be exempt

Have financial need as set forth under TAC Section 4.193, of Title 19

Be enrolled at least ½ time in a plan leading to a degree or certification

Not be a recipient of an athletic scholarship (i.e. the student is obliged to plan an intercollegiate sport as a condition of receiving the scholarship) during any semester Work-Study Mentorship (WSM) is awarded

Not be enrolled in a seminary or other program leading to ordination or licensure to preach for a religious sect or to be a member of a religious order

IV. Essential Functions:

The Work-study mentor/tutor/advisor is a vital resources for the Student Services Department by providing a variety of resources for college and career planning. This person acts as the liaison between students and the CBC Student Success staff, as well as other CBC offices.



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V. Job Responsibilities:

Provide information to high school students about higher education, including the college selection process, the application process and the financial aid options.

Assist students with course selection utilizing degree plan.

Assist in providing students resources such as scholarships opportunities, testing information, and college major descriptions.

Assist students in finding and utilizing appropriate resources such as the College for All Texans Website

Assist students in completing the FAFSA, Apply –Texas application, or other college applications

Assist in special outreach events such as College Nights or FAFSA Saturdays

Assist college students with academic tutoring in approved courses and/or mentoring

Assist with student interventions that are focused on increasing completion of degrees or certificates, such as interventions occurring through advising, tutoring or referral of student services

VI. Other Responsibilities:

Receive appropriate training as determined by the Commissioner or Coordinating Board staff and receive appropriate supervision.

Attend trainings as required by the program.

Complete documentation such timesheets, etc.

VII. Travel Requirements:

May require travel to other CBC sites.



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VIII. Environment:

Work is generally performed in an office setting with frequent interruptions and changes in the workflow/volume.

I have been presented with the job description for the position of:

Part-Time (Work-Study) Mentor/Tutor/Advisor

The requirements for this position have been discussed with me and I agree that I am able to perform the functions of this job.

Signature

Date