



Position Title: TRIO Tutor

Location	Alice
Hours	As needed (part-time temporary)
Security Sensitive	Yes
Salary Range	\$10.00
Division	Educational
Department	TRIO Programs
Reports To	Project Director and/or Administrative Assistant
Revised Date	11/3/2017

II. Education Requirements

High School Diploma or G.E.D. preferred; successfully completed course in which will be tutoring

III. Qualifications:

Determined by the TRIO Director and/or Dean of Student Services.

High School Student Tutors: Has received a B or higher in subject or passing scores on test student is tutoring. Has a letter of recommendation from a teacher in the area tutoring or student's high school counselor for test scores.

College Student Tutors: Has a high school diploma and has a B or higher in the subject student is tutoring, in good standing at the college, and/or passing scores on test student is tutoring. Student with prior experience will be considered first.

IV. Essential Functions:

The Student Tutors are responsible for the tutoring of TRIO students only.



Position Title: T R I O T u t o r

V. Job Responsibilities:

1. Insures each TRIO student signs in at each tutoring session.
2. Tutors Talent Search student's in school subjects, college course work, and for ACT/SAT/TSI/STARR tests as needed.
3. Arranges tutoring schedule for each student.
4. Meets with student at locations approved by the Director.
5. Notifies the program and student when unable to meet with tutees.
6. Completes monthly student evaluations for each student.
7. Turns in all paperwork in a timely manner to the Secretary.
8. Turns in timesheets as per CBC Human Resources office Requirements.

VI. Other Responsibilities:

Will participate and provide any information required for the Talent Search Annual Performance Report

VII. Travel Requirements:

May have minimal travel to campus, program schools, or public library.

III. Physical Requirements:

Must be able to lift up to 40 pounds.

IX. Environment:

Office, Public Library and classroom environments as approved by Director.



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

TRIO Student Tutor

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

Employee Signature: _____	Date _____
Supervisor Signature: _____	Date _____
Executive Dean of Student Services: _____	Date _____