

FWS Student Tutor Assistant

Job Summary:

Provides academic tutoring assistance or test proctoring in an assigned area to students in individual, group or virtual settings. Explains course material and clarifies problems and processes. Assist with registering students for tutoring services. This position is looking for a detail-oriented and reliable Federal Work Study Student to supplement department operations.

Essential Functions:

- Provide academic tutoring in an assigned area
- Provides clarification of course and assignment content
- Assists students in interpreting test instructions
- Guide students to develop their own critical thinking skills to help them become independent learners

Knowledge of:

- Concepts and methods of an assigned educational area or department
- Basic operations, services and goals of a tutorial program
- Modern office practices, procedures, and equipment including computers and applicable software programs
- Principles and practices of sound business communication; correct English usage including spelling, grammar and punctuation

Skills:

- Communicating clearly and effectively both orally and in writing
- Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations
- Operating a variety of office equipment including computers and applicable software
- Tutoring individually, in group or in virtual settings
- Perform a variety of functions related to providing tutoring services to students
- Maintaining confidentiality of student files and records