

**JOB ANALYSIS
CSC WORK STUDY PROGRAM**

Date: July 1, 2016
Department: Academic Support Services – Literacy Tutoring
Job Title: Student Worker
Supervisor: Jacob Runge
Extension number: 5262

Specific Experience and Skills Required:

Applicant should hold a 3.0 GPA and be proficient with verbal and written expression in English. The applicant should exhibit excellent interpersonal skills, patience, a desire to help others, and an affinity for working with children.

Licenses or Training Required:

Participation in Tutoring Center training sessions required as they are offered.

Hours Needed to Work:

Flexible, between 5 and 15 hours per week.

Description of Job Duties:

Per FWS requirements, a tutor will be placed in an elementary school or junior high classroom, or in an educational program geared toward such a demographic. The tutor will work with students primarily on reading comprehension and application of critical thinking. The tutor may work with a single student or group of students consistently, or may work with different students each shift.