

COTC - OSUN
Student Employment Job Description

Job#: 98782

Department: Tutoring Center (Center for Student Success)

Job Title: Tutor Program Assistant

Supervisor: Bruce Weaver

Phone #: 740-366-9421

Email: bweaver@cotc.edu

Hourly Rate: \$ 9.20

Terms job is available: Summer Autumn Spring

Times job is available: Mornings Afternoons Evenings Weekends

Qualifications:

High level of computer competency.

Detail oriented.

Strong communication in writing and speech.

Ability to work effectively with diverse populations.

Summary of Duties:

Answer telephone and respond to students, faculty and staff.

Assist students, faculty and staff with questions or concerns regarding the Tutor Program.

Analyze requests for tutor assistance with tutor availability.

Schedule meeting times using computer applications.

Orient new tutors/tutees to program requirements.

Resolve scheduling conflicts. Refer major concerns.

Arrange for and tabulate tutor evaluations.

Coordinate records, data and references.

This job does not replace a full-time employee.

COTC Acc't #: 53010-12

OSU Org-Fund #: 09733-012510

OFFICE OF FINANCIAL AID USE ONLY

Students in this job provide services that are open, accessible and designed to improve the quality of life for community residents or to solve particular problems related to those residents' needs Yes No

Students in this job provide services to students with disabilities Yes No

Background Check Required? Yes (SS or RD) No