

**COTC**  
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:** \$ 9.70 \$11.55 effective 08/16/21

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**Qualifications:**

High level of computer competency.

Detail oriented.

Strong communication in writing and speech.

Ability to work effectively with diverse populations.

**Job Description:**

15% Answer telephone and respond to students, faculty and staff.

15% Assist students, faculty and staff with questions or concerns regarding the Tutor Program.

15% Analyze requests for tutor assistance with tutor availability.

15% Schedule meeting times using computer applications.

10% Orient new tutors/tutees to program requirements.

10% Resolve scheduling conflicts. Refer major concerns.

10% Arrange for and tabulate tutor evaluations.

10% Coordinate records, data and references.

This job does not replace a full-time employee.

Click here for an [application](#)

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**COTC Acc't #:** 53010-12

**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?  No