



**MINNESOTA STATE COMMUNITY and TECHNICAL COLLEGE
Moorhead
Fall/Spring Work Study Position**

August through December and/or January through May

Wages: Bi-weekly

1. On-Campus Department: Academics – Library
2. Supervisor: April Olson
3. Phone Number: 218-299-6514
4. Location: Moorhead
5. Room Number: C128
6. Number of Hours per Week: Varies, maximum = upto 10 hrs

Job Description:

Assist students with questions in an area of experience – this may include using resources and examples and assisting the students so they can be independent learners who know how and where to find answers.

Peer tutors assist learners to grasp the course material, which has already been taught in class.

Qualifications:

1. Good academic standing
2. Demonstrated ability in a desired area of tutoring (*ex: math, accounting, chemistry, etc*)
3. Support/reference from at least one faculty member or other professional
4. Approachable and able to work with a wide variety of students
5. Basic computer skills (working knowledge of Microsoft Word, ability to use web browser)
6. Take and maintain the correct number of credits to be eligible for work study funds
7. Ability to maintain confidentiality

Purpose:



To support the staff in the Spartan Center by providing assistance, support and encouragement to students seeking tutoring.

Student Outcome:

Work study students will learn the value of the Spartan Center and its resources, how to work with people and how to provide good student service. Students will gain work experience to add to their resume.