



JOB TITLE: Tutor for Elementary School Children
DEPARTMENT: Financial Aid (1039 Federal Work Study)
SUPERVISOR: Financial Aid Counselor/Director at North Roseville REC Center
PAY RATE: \$12.00/hr
HOURS: 3-12 hours/week

MAJOR PURPOSE:

This job exists to provide community service in the form of tutoring for elementary school children in the Roseville area.

ESSENTIAL FUNCTIONS:

1. Provide math and reading tutoring for elementary school children in a small group setting.

REQUIRED KNOWLEDGE:

1. High School diploma/GED is required.

SKILLS & ABILITIES:

1. Have a patient attitude with a servant's heart.
2. The ability to communicate and teach thoroughly and effectively.
3. Interacts and connects well with younger children.

WORKING CONDITIONS:

The employee is regularly in a classroom environment with adequate light and occasional high noise levels. No hazardous or significantly unpleasant conditions.

PHYSICAL ACTIVITIES & REQUIREMENTS OF THE POSITION:

While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, stoop, kneel, walk, sit, and use hands. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The above statements and job description is intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. William Jessup University maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.

I acknowledge I have reviewed the content of this job description and understand that if I have any physical limitations or require any reasonable accommodations in order to perform my job, I must immediately inform administration.

Employee Signature

Date