

## On-Campus Job Description



**To apply:** Go to [https://wenatcheevalleycollege.formstack.com/forms/career\\_services](https://wenatcheevalleycollege.formstack.com/forms/career_services) to submit your information to see if you are eligible for funding.

<b>Job Title &amp; Number of Positions Avail.</b>	Tutor 1 (academic year 2022-2023) 2 positions available Work Study preferred but not required
<b>Department/ Location</b>	TRIO SSS office Mish ee Twie 1221 MET 1221
<b>Rate of pay</b>	\$14.49 (up to 19 hrs a week)
<b>Supervisor</b>	Sandra Villarreal, TRIO Director
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Provide one-on-one tutoring to students during scheduled office hours in TRIO Office</li> <li>• Provide tutoring assistance in math, science and English courses.</li> <li>• Maintain detailed and accurate tutoring logs</li> <li>• Make general referrals to college services, supports and resources</li> <li>• Notify TRIO SSS staff with questions/concerns regarding student performance</li> <li>• Attend staff meetings with updates</li> <li>• Other duties as assigned</li> </ul>
<b>Minimum Qualifications</b>	<ul style="list-style-type: none"> <li>• Excellent level of responsibility, reliability, and punctuality</li> <li>• Basic knowledge of campus resources</li> <li>• Tutor must have good knowledge of college-level math, biology</li> <li>• Candidates will be asked to complete TRIO SSS Tutor application and interview</li> <li>• All WVC employees must obtain COVID vaccination or submit a medical or religious exemption.</li> </ul>
<b>Educational Benefit</b>	<ul style="list-style-type: none"> <li>• Strengthen interpersonal skills working with students from varying educational, cultural, and social backgrounds</li> <li>• Professional development</li> <li>• Teaching and leadership skills</li> </ul>

04/22/21 (CRB)

*Wenatchee Valley College is committed to a policy of equal opportunity in employment and student enrollment. All programs are free from discrimination and harassment against any person because of race, creed, color, national or ethnic origin, sex, sexual orientation, gender identity or expression, the presence of any sensory, mental, or physical disability, or the use of a service animal by a person with a disability, age, parental status or families with children, marital status, religion, genetic information, honorably discharged veteran or military status or any other prohibited basis per RCW 49.60.030, 040 and other federal and state laws and regulations, or participation in the complaint process.*

*The following persons have been designated to handle inquiries regarding the non-discrimination policies and Title IX compliance for both the Wenatchee and Omak campuses:*

- To report discrimination or harassment: Title IX Coordinator, Wenatchi Hall 2322M, (509) 682-6445, [title9@wvc.edu](mailto:title9@wvc.edu).
- To request disability accommodations: Student Access Coordinator, Wenatchi Hall 2133, (509) 682-6854, TTY/TTD: dial 711, [sas@wvc.edu](mailto:sas@wvc.edu).