



Student Job Description

(On-Campus)

Position Title: Academic Tutor **Department:** Warrior Tutoring
Supervisor: Sally Madsen-Bouterse **Work Location:** Main Bldg, Room 135
Start Date: 9/16 or 9/28 **Campus:** ☐ Walla Walla ☒ Clarkston **Hourly Wage:** \$17.13
Hours Per Week: Up to 12 **Position Available During:** ☒ Fall ☒ Winter ☒ Spring ☐ Summer

Work Schedule (e.g. During business hours M-F. 8am-5pm)

Start date may vary depending on work study eligibility - May begin as soon as 9/16/26.
In-person in the tutoring center during business hours: Monday-Friday, 8:00 am - 5:00 pm

Job Duties and Responsibilities

Tutors are expected to:

1. Become familiar with all services available in the Tutoring and Learning Center, as well as other services across campus that supports student success and learning.
2. Tutor students individually both in subject matter and study skills
3. Manage time, balance schedule between academic and work responsibilities.
4. Adhere to predetermined work schedule and keep record of hours worked.
5. Complete required evaluations each quarter.
6. Maintain adequate records as required.
7. Dress appropriately and behave professionally.
8. Utilize and adapt to a variety of strategies and approaches to serve a diverse range of learning needs and styles.
9. Participate in initial and ongoing training programs as requested.
10. Work both in-person and/or online.

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Educational Benefits to Students (e.g. Teamwork, communication, leadership, etc.)

Students may work independently or in teams with other tutors to assist their fellow students. They are trained on how to be effective tutors through understanding different learning styles, instilling empathy, understanding various study habits, and assisting with classes they have taken which further enhances their knowledge of the subject. They also get to add tutor to their future resumes.

Minimum Qualifications and/or Education Requirements (e.g. eligible for State or Federal work study, etc.)

1. Completed at least one quarter of college education.
2. Have a minimum GPA of 3.0.
3. Maintain a cumulative 3.0 GPA average each quarter employed as a tutor.
4. Complete a prospective tutor packet, including a positive recommendation from past instructor(s) from your tutoring area. One letter of recommendation per content area specialty is required.
5. Demonstrate strong understanding of content tutored.

Preferred Skills (e.g. Microsoft Excel, customer service, Outlook, etc.)

1. Be able to communicate well orally and relate meaningfully with students of diverse backgrounds.
2. Be responsible and willing to work under supervision and as a team member.
3. Demonstrate proficient skills and knowledge in Microsoft Office based software.
4. Working knowledge of Canvas and Zoom.

Physical Requirements (e.g. sitting or standing for long periods, lifting up to 40lbs, etc.)

Works directly with students in a face-to-face office environment. Work is sedentary in nature, but will require moving between different parts of the facility. Ability to hear speech and speak in person and electronically via a microphone or headset. Frequent repetitive hand/wrist motions and finger manipulation. Frequent oral and auditory communication with others. Frequent standing and sitting.

Additional Comments

Prospective tutors will need to complete a tutoring application to be considered. Applications can be found online at <https://www.wwcc.edu/academics/academic-resources/tutoring/> or in the Tutoring and Learning Center in Room 135, Main Building on the Clarkston Campus.

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