



WALLA WALLA COMMUNITY COLLEGE  
**On-Campus Student Employment  
Job Description**

Walla Walla Campus Career Services: [careerservices@wwcc.edu](mailto:careerservices@wwcc.edu) | 509.527.4225  
Clarkston Campus Career Services: [kt.peterson@wwcc.edu](mailto:kt.peterson@wwcc.edu) | 509.758.1701

This job description provides a clear overview of the role, benefits, responsibilities, and skills required for student employment positions, helping both supervisors and student applicants understand the expectations of the job. Please complete the form below with any and all relevant information for your available job(s). Each unique job title should have its own job description.

<b>Job Title:</b> <u>Academic Tutor</u>	<b>Start Date:</b> <u>09/28/2026</u>	<b>Wage:</b> <u>\$17.13 hourly</u>
<b>Department:</b> <u>Warrior Tutoring</u>	<b>Work Location:</b> <u>Room 280, Building D, Walla Walla</u>	
<b>Hours Per Week:</b> <u>Variable, up to 19</u>		
<b>How to Apply:</b> <u>Apply online - copy &amp; paste this into your browser: <a href="http://wwcc.edu/current-students/career-services/student-employment-job-descriptions/">wwcc.edu/current-students/career-services/student-employment-job-descriptions/</a></u>		

Educational Benefits of This Job To Students: (i.e. teamwork, communication, leadership, etc.)

Students work 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.

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 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.

Minimum Qualifications and/or Education Requirements: (If State or Federal work-study, student must meet eligibility criteria)

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: (i.e. Microsoft Office, cleaning, customer service, 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.

Availability Requirements/ Schedule: (i.e. M, Th: 9am-11am)

In-person in the tutoring center sometime within the Monday-Friday, 7:30 am-5:30 pm time period.

**Physical Requirements:** (i.e. standing, lifting, pushing/pulling, kneeling or squatting, 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.wvcc.edu/academics/academic-resources/tutoring/> or in the Academic Success Center (Tutoring Center) in room 280, building D.

Walla Walla Community College does not discriminate on the basis of race, color, national origin, sex, gender, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding non-discrimination policies: Vice President of Human Resources/ Title IX Coordinator/Section 504 Compliance Officer; 500 Tausick Way, Walla Walla, WA 99362; 509.527.4382; titleix@wvcc.edu.