



## Work-Study Job Description

Financial Aid Office  
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**\*\*\* Applicants must be eligible for work study as part of their financial aid package to apply for this position.**

**Department:** General Education-The Tutoring Center

**Job Description:** Work-Study Student

- a. **Duties:** Primary duty would be tutoring peers in subjects for which you have a teacher recommendation. Other duties might include: greeting students, answering the phone, and making appointments.
- b. **Location:** CEI tutoring center (room 125)
- c. **Department's function on the CEI Campus:** Support students in their academic endeavors; collect data to support the Perkins Grant.

**Qualifications:**

- a. **Preferred work schedule:** Flexible
- b. **Preferred work experience:** Tutoring experience, or experience with computers would be helpful.
- c. **Preferred skills:** Some math, writing, computer and/or people skills would be helpful.
- d. **Preferred character traits:** Friendly and helpful with good organizational skills.
- e. **Other:** We will train as needed.

**Salary:** \$11.00/hr

**Work Hours:** 10-15 hrs.

**Post Date:** July 30, 2022

**Closing Date:** Until position is filled

**To Apply Contact:**

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