

Form Name:WorkStudy Job Description 2025-26_SEATTLE COLLEGES

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Job Title	Student Tutor
Campus Location	Seattle Cental
Department	Learning Support Network
Building and Room Number	BE 2102 or SAM 100

Job Description

Under direction of Learning Support Network staff, student tutors will be responsible for providing one-on-one, embedded tutoring, and group tutoring to students in their subject area(s) of expertise. Student tutors will be expected to work on campus, whether tutoring students in-person or online. In addition, student tutors will mentor new tutors and will assist with marketing and outreach of the tutoring services and learning centers. This position will work primarily during academic quarters when classes are in session. Work activities may be assigned onsite or remote/online. Trainings and meetings will be conducted primarily onsite. This position is part of the Libraries, Learning Support, and Employee Development division, and is committed to student-centered, equity-producing, antiracist, and accessible tutoring services.

Essential Functions:

- One-to-one tutoring. Meet with individual students to assist them with coursework and assignments, mentor them on academic study and college success skills, direct them to relevant campus resources, and promote their self-efficacy as learners.
- Group tutoring. Lead group tutoring sessions in specific academic subject areas.
- Embedded tutoring. Serve as an embedded tutor in assigned class(es), provide one-on-one and group tutoring to students in that/those class(es), and communicate with faculty regarding assignments and coursework.
- Create materials. Create handouts, study guides, mock tests, and other materials/activities for tutoring sessions.
- Outreach and Marketing. Give quarterly classroom presentations about tutoring services and resources, assist with hallway tabling, and help distribute marketing materials.
- Participate in training and staff meetings. Attend and participate in required training and staff meetings as part of ongoing tutoring professional development.
- Mentor new tutors. Help orient new tutors so they can successfully integrate into the learning centers and incorporate best practices when tutoring.
- Computer assistance and utilize technology tools. Assist students with accessing computer applications including Canvas and Microsoft Word. Utilize the following computer applications while on shift: Zoom, Starfish, ctcLink, Office 365, Microsoft Teams, email, etc.
- Other duties as assigned

Experience/Qualifications Desired	<ul style="list-style-type: none"> •☐Completed college level coursework in the selected subject area(s), having earned 2.5 - 4.0 GPA per class •☐Demonstrated excellent interpersonal skills; ability to interact with others in a positive, constructive, effective manner •☐Consistent access to a functional computer and reliable internet access •☐Evidence of successful work as part of a collaborative team •☐Demonstrated ability to utilize technology tools like Zoom, Microsoft Teams, and other applications or platforms •☐Demonstrated ability to work with diverse populations: including English as an Additional Language learners and students with varying English proficiency levels, a variety of racial, ethnic, socio-economic, gender, sexual-orientation, and age identities, neurodiverse and students with differing physical and intellectual abilities, first generation-to-college, formerly incarcerated, and veteran students. •☐Demonstrate and model a growth mindset
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Educational Benefits

Becoming a tutor is more than a job. It is an opportunity to grow academically and develop multiple skills such as leadership, critical thinking, and active listening. As a tutor you will:

Strengthen your knowledge: Reinforce your own understanding of course material and subject specific topics by tutoring others.

Develop Professional skills: Gain or strengthen your communication, problem-solving, leadership, and mentoring skills. These skills are highly valuable in any career path.

Enhance your academic success: improve your own study strategies, time management, and critical thinking skills.

Expand your cultural awareness: You will be working with a diverse student population and will learn or strengthen your intercultural communication skills.

Boost your resume: Tutoring is widely recognized and respected by graduate schools and employers.

Expected Hours	6
Position Available	Summer, Fall, Winter, and Spring

Contact Person	Ari Magallanes
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