



## INTENT TO EMPLOY

**Position:** Student Support Services Peers Tutor

**Minimum Qualifications:**

1. Have a 3.0 or higher overall GPA in the core curriculum.
2. Have completed the courses specified to tutor with a letter grade of "A" or "B."

**Job Functions:**

1. Assist in assessing individual student learning skills.
2. Assist in the development and implementation of individualized study plans
3. Identify appropriate content or skills-related supplemental learning materials and activities
4. Provide one-to-one and small group tutoring sessions
5. Monitor students contact with SSS and provide professional staff with feedback from the student on the impact of tutoring on his or her classroom progress.
6. Maintain an accurate contact report for each tutoring session (complete daily log-in forms, activity forms, and other written documentation of tutoring activities)
7. Learn cognitive theories that promote students' learning and provide students learning strategies information (i.e., time management, note-taking, textbook reading techniques, test-taking, etc.)
8. Provide general information about college services, procedures, regulations, and course completion requirements
9. Participate in all tutor training/skills assessment workshops, periodic staff meetings, scheduled tutor sessions and senior college orientation trips
10. Assist with other office related task, as needed (i.e., answer the phone, using a copy machine, filing, greeting program visitors, etc.)
11. Model the use of tutorial materials and special equipment.

**Salary:** Salary is based on 19 hours per week. Hourly rate is \$7.50

**Application Procedure:** Submit application materials to Human Resources, Room 104 GWH.

1. A completed Jefferson State Community College application specific to this position
2. Current resume
3. Transcripts (unofficial copies will be accepted before the deadline but official transcripts must be on file before an offer of employment). Transcripts must include **conferred or awarded date**.

Jefferson State Community College employment applications are available at [www.jeffstateonline.com](http://www.jeffstateonline.com) and from:

Human Resources Office  
2601 Carson Road  
Birmingham, AL 35215-3098  
Phone: (205) 856-7764 or 856-7899  
Fax: (205) 856-7720

It is the official policy of the Alabama Department of Postsecondary Education and Jefferson State Community College, including postsecondary institutions under the control of the State Board of Education, that no person shall, on the grounds of race, color, disability, gender, religion, creed, national origin, or age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Jefferson State Community College will make reasonable accommodations for qualified disabled applicants or employees. Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense. The College reserves the right to withdraw this job announcement any time prior to the awarding.

***Note: In accordance with Alabama Community College System policies and procedures, the applicant chosen for employment will be required to sign a consent form for a criminal background check. Employment will be contingent upon receipt of a clearance notification from the criminal background check.***

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