Carrington College

**Job Description**

**Job Title:** Academic Support Student Assistant (Tutor/Peer Advisor/Retention Assistant)

**Reports To:** Federal Work Study Supervisor

**Classification:** Federal Work Study - On Campus

**Summary:** Federal Work Study student workers assist in various departments in helping students with general questions, tutoring and administrative work.  All work performed must be in the context of assisting students.

**Essential Duties and Responsibilities:**

Duties can include routine daily academic activities in the areas of:

* Assisting with coursework related materials/assignments
* Tutoring students in the school’s writing program in grammar, punctuation, and composition
* Assisting students in editing written technical assignments
* Assisting students with the operation of computer software
* Assisting students with disabilities as a note-taker
* Answering questions regarding subject materials, requirements, or procedures
* Preparing tutorial materials for classes (under the direction of an instructor)
* Tutoring students, either by one-on-one or group sessions
* Support retention efforts directed at currently enrolled students

**Qualifications:**  To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

In addition, they must:

* Demonstrate financial need
* Meet Title IV eligibility requirements
* Be enrolled at least half-time, and completed at least 1 term with
* A minimum GPA of 2.0\* and
* Be meeting Satisfactory Academic Progress (SAP) requirements.
* Meet the minimum qualifications for a position as stated in the job description.
* Successfully complete all hiring requirements, background check, onboarding, and training.