

University of Washington Work Study Job Description

Work Study Administration, Office of Student Financial Aid

Name of Organization: Tacoma Community College		
Job Location: 6501 South 19 th Street		
City: Tacoma	State: WA	Zip: 98466-6100
Metro Route Serving this Location: _____		

Job Title of This Position: Tutor/Office Assistant

Number of Positions Available: ____1 (one)_____

Nature of Business or Organization:

Community College – Higher Education (TCC)

Duties and Responsibilities:

Tutor students in the Adult Basic Skills Department; Assist instructors and office staff in scoring standardized tests; Answer phone calls; file student records; proctor testing; etc.

Minimum Qualifications:

Must successfully complete Engl. 101 and be College level in Math.
Must be computer Literate, able to maintain confidentiality, posses good communication skills: verbally and in writing.

Educational Benefits:

Develop better communication skills, interpersonal skill, self-confidence and office proficiency.

<p>Hourly Pay Rate (indicate a range)</p> <p>\$ 9.46 to \$ 10.00</p>	<p>Period of Employment (Please specify "Summer Only," "Academic Year Only," or "Both Summer and Academic Year"): both: Summer and Academic Year</p>
	<p>Hours Per Week:</p> <p>Summer (40 hours/week full-time, up to 19 hours part-time) 40</p> <p>Academic Year (19 hours/week maximum) 16 – 19</p>
<p>Person to Contact Regarding this Position</p> <p>Nadine Lavochina</p>	<p>Phone # (253) 566-5142</p> <p>E-mail: nlavochina@tacomacc.edu</p> <p>Website: tacomacommunitycollege.com</p>