



## **Student Assistant Job Description**

Department: CETL                      Supervisor: V. J. McClendon  
Job Title: Tutor  
Working Hours: Vary between 5 pm to 11 pm  
Pay Level:                                  Hourly Pay Rate: min. \$ 10.00

**Job Summary (purpose or nature of work):** Provides life saving and supervises pool during use.  
Tutoring CMA students in a variety of areas: Deck, radar, math, English, physics, Spanish and other topics/courses taught at CMA.

### **Job Duties:**

1. Working one on one with students to assist in their learning
2. Identifying weak areas and strengthening understanding
3. Recommending note taking methods and good study skills
4. Other duties as may be requested: sign making, flyers, etc.

### **Required (or Preferred) Skills, Knowledge, and Abilities:**

1. Good organizational skills
2. Familiar with online (electronic) file management and other computer systems/software
3. Specific work shifts identified and required attendance a must
4. Ability to explain difficult topics clearly
5. Patience and a willingness to help

### **Type of Supervision Required:**

- Direct Supervision - Student receives immediate, close and regular supervision  
 General Supervision -- Student receives some delegation of responsibility and independence

*Signatories below denote that this position description is an accurate statement of the duties and responsibilities assigned to this position.*

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_