FWS Student Assistant Job Description

Department: CETL  Supervisor: E. Kociolek

Job Title: Literacy or Math Assistant  Working Hours: 8-10 hours/week between 8 a.m. and 3 p.m.
Pay Level: IV  Hourly Pay Rate: $9.70/hour

Job Summary (purpose or nature of work):
Serve as a tutor/ student coach at a local public school or with a nonprofit organization with a focus on literacy or mathematics skill development.

Job Duties:
1. Tutor two to three days a week at a local public school with a focus on literacy or mathematics skill development.
2. Log hours with the Center for Engagement, Teaching & Learning.
3. Encourage Cal Maritime student involvement at school site through volunteer tutoring, mentoring, and one-time events.

Required (or Preferred) Skills, Knowledge, and Abilities:
1. Experience tutoring or working with kids preferred, but not required
2. Full-year commitment preferred
3. Valid Driver’s License and reliable transportation required

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: __________________