



## Student Employee Job Description

<b>Position Title</b>	<b>Bible/Theology Tutor</b>		
<b>Date Updated</b>	4/1/22		
<b>Dept Name</b>	Student Success	<b>Dept #</b>	591
<b>Contact</b>	Student Success Coordinator	<b>Email</b>	<a href="mailto:reillyhuey@multnomah.edu">reillyhuey@multnomah.edu</a>
<b>Weekly Hours</b>	0 - 6		
<b>Primary Physical Working Conditions</b>	Common Area/Conference Room	<b>Primary Location</b>	Portland Campus
<b>Position Summary</b>	Serve and support academic needs of students at Multnomah University		
<b>Responsibilities</b>			
Provide tutoring services with students on an as needed basis			
Handle most administrative responsibilities such as scheduling and rescheduling appointments as needed			
Work to build positive relationships with students, meeting their needs in a safe environment			
Collect assessment information as instructed by supervisor			
Participate in promotions or outreach for the Student Success Center as directed by supervisor			
Serve as member of tutoring team meetings with supervisor as needed			
Be aware of other support services in Student Life for referrals			
<b>Skills and Experiences gained from this position</b>			
Communication, critical thinking, collaboration, teaching, assessment, program planning and implementation			
<b>Qualifications</b>			
Minimum of Sophomore student status or graduate-level student			
Successful completion of coursework in subject matter (transcripts required)			
Recommendation from a Bible or Theology department faculty member, from MU or elsewhere			
Excellent communication skills			
Strong life-style role-model to peers			
<b>General Expectations for all Student Employees</b>			
Communicate with Co-Workers			
Have good customer service			
Follow through on tasks and details			
Communicate with Supervisor			
Manage time and prioritize while at work			
Be on-time to work			
<b>Eligibility / Restrictions</b>			
Student Employees cannot exceed 20 hours / week while classes are in session and 40 hours / week during class breaks			
Must be enrolled at least half-time to be eligible for this position			
<b>Apply</b>			

[Online Application](#)

**Contact** Student Success Coordinator

**Email** [reillyhuey@multnomah.edu](mailto:reillyhuey@multnomah.edu)