



Student Employee Job Description

Position Title	Business Tutor		
Date Updated	4/1/22		
Dept Name	Student Success	Dept #	591
Contact	Student Success Coordinator	Email	reillyhuey@multnomah.edu
Weekly Hours	0 - 5		
<u>Primary Physical Working Conditions</u>	Common Area/Conference Room	Primary Location	Portland Campus
Position Summary	Serve and support academic needs of students at Multnomah University		

Responsibilities

- Provide tutoring services with students on a scheduled or drop-in basis.
- Be aware of other support services in Student Life for referrals.
- Work to build positive relationships with students, meeting their needs in a safe environment.
- Collect assessment information as instructed by the Student Success Coordinator.
- Develop promotional material or outreach information for the Student Success Center.
- Serve as member of tutoring team and meet with supervisor throughout the semester.

Skills and Experiences gained from this position

Communication, critical thinking, collaboration, teaching, assessment, program planning and implementation.

Qualifications

- Minimum of sophomore student status or graduate-level student
- Successful completion of coursework in subject matter (transcripts required)
- Recommendation from a Business faculty member, from MU or elsewhere
- Excellent communication skills
- Strong life-style role-model to peers

General Expectations for all Student Employees

- 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

Eligibility / Restrictions

- 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

Apply

[Online Application](#)

Contact Student Success Coordinator

Email reillyhuey@multnomah.edu