## Student Employee Job Description

| Position Title | Bible/Theology Tutor |  |  |
| :---: | :---: | :---: | :---: |
| Date Updated | 7/24/23 |  |  |
| Dept Name | Student Success | Dept \# | 591 |
| Contact | Director of Student Success | Email | alantovar@multnomah.edu |
| Weekly Hours | 0-6 |  |  |
| Primary Physical Working Conditions | 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 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

## 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 Bible or Theology department 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 |
| Conline Application |
| Contact $\quad$ Director of Student Success $\quad$ Email alantovar@multnomah.edu |

