



## **Federal Work Study Copper Country Center Student Tutor**

Gogebic Community College is seeking students for a part-time position in the Copper Country Center Main Office as the Student Tutor.

This position pays \$12.00 per hour and may provide up to 5 hours per week.

It is important that there is recognition, acceptance, and adherence to the GCC mission and philosophy from our Federal Work Study employees.

### ***Gogebic's Mission***

*Gogebic Community College is a learning community that contributes to academic, cultural, economic, and social success for our students and region.*

### **Job Description:**

- Work as a team with GCC administrative Staff & Faculty
- Provide guidance in regard to other resources available
- Teach and instill study skills - Foster a safe and caring tutoring environment
- Assist in maintaining a clean and healthy environment
- Support student learning to promote academic success
- Perform other approved duties as assigned, which promote off-campus success.

### **Minimum Qualifications:**

- Provide quality tutoring at times scheduled by student and/or administrative staff
- Be on time for tutoring appointments
- Inform supervisor and tutee if you are unable to make a tutoring appointment
- Maintain confidentiality at all times
- Work collaboratively and effectively with others
- Exhibit appropriate and professional behavior at all times
- Serve as a positive role model for GCC
- Must have completed the course (or higher level) that you will be tutoring with a satisfactory grade as reviewed by GCC staff

### **Education/Career Related Benefits:**

- Related field/Career path is helpful.

**Anticipated Hours Per Week:** 5 Hours

**Anticipated Days Per Week:** 2-5 Days per week

**Position Available for:** Fall and Spring Semester

**Campus position will be located at:** Copper Country Center

**Supervisor:** Patty Polakowski, Administrative Assistant

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## **Federal Work Study Application Process**

Applications will be accepted until the position is filled.

1. Have a complete Financial Aid Application (FAFSA and all supporting documents).
2. Be approved for Federal Work Study (FWS) on your Financial Aid Notification.
3. Complete and submit the Federal Work Study Application.
4. Once your application is reviewed the Office of Student Financial Aid will notify you using your GCC email.
5. Be in good academic standing.

**Email to:** [fao@gogebic.edu](mailto:fao@gogebic.edu)

**Fax to:** (906) 932-2339

**Or mail to:**

Office of Student Financial Aid  
Gogebic Community College  
E4946 Jackson Road  
Ironwood, MI 49938  
(906) 307-1208

*Gogebic Community College is an equal opportunity educator and employer.*