



## **Federal Work Study ACES Center Student Tutor**

Gogebic Community College is seeking students for a part-time position in the ACES Center as a 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:**

- Tutoring serves GCC students by assisting with academic success strategies. The primary responsibilities of a tutor is to support students (tutees) to become more independent learners, persist in college, and reach their goals. Tutors provide individual and/or group tutoring to students across a broad range of courses based on their personal area of expertise. Tutors meet with students to clarify and review concepts taught in class, explain processes, and help students solve specific problems. Tutoring supports classroom-centered activities, and as such, the emphasis and content of the tutoring sessions is determined by the student's needs.
- Responsibilities:
  - Provide subject-specific content to help students through drop-in assistance
  - Support students to become more confident, more successful, self-directed learners
  - Recognize the different learning styles and student preferences
  - Utilize listening and questioning strategies as the primary tutoring method to diagnose student needs and monitor progress.
  - Be direct and kind with students at the same time
  - Provide direct assistance in the use of equipment, learning objects, and materials needed for student success
  - Make appropriate referrals to other campus and community resources as needed

### **Minimum Qualifications:**

- Referral by faculty - typically requires a grade of B+ or higher in subject area looking to tutor

**Education/Career Related Benefits:**

- Experience working directly with students of varying needs - great opportunity for education majors

**Anticipated Hours Per Week:** 5 Hours

**Anticipated Days Per Week:** Flexible

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

**Campus position will be located at:** Ironwood

**Supervisor:** Monica Ramme, Student Outreach Specialist

---

**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.*