



Student Employee Job Description

Position Title	Chemistry Tutor		
Date Updated	9/7/18		
Dept Name	Student Life	Dept #	591
Contact	Associate Dean of Student Success	Email	cmartin@multnomah.edu
Weekly Hours	0 - 5		
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 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 supervisor
- Participate in promotions or outreach for the Student Success Center as directed by supervisor
- Serve as member of tutoring team and attend weekly meetings with supervisor

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 chemistry 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

[Online Application](#)

Contact Associate Dean of Student Success

Email cmartin@multnomah.edu