



## STUDENT JOB DESCRIPTION

**JOB TITLE:** Student Tutor

**WORK AREA:** LARC

**HOURS:** 5-20 per week

**TYPICAL WORK HOURS**

(Check all that apply)

Daytime     Evening     Weekends

**JOB RESPONSIBILITIES/DUTIES:** Provide individualized help to students with course-related concepts and problems, either online or in-person.

### QUALIFICATIONS:

- An "A" or "B" grade in the course(s) to be tutored, and/ or an instructor recommendation
- Excellent communication skills
- Good organizational and time management skills
- A commitment to helping other students learn

**Will this position require any driving of Minnesota West owned vehicles or a personal vehicle?**

Yes     No

**If you checked yes, please be aware that additional paperwork is required before the student is asked to drive.**

**ALL WORK STUDY EMPLOYEES WILL RECEIVE A PERFORMANCE REVIEW UPON COMPLETING 40 WORK HOURS.**

**WAGE RATE:** \$15.00 per hour

**NUMBER OF STUDENTS NEEDED:** 5-8 Academic Year      \_\_\_ Summer

### TO INTERVIEW FOR THIS POSITION, CONTACT:

**Supervisor:** Michael Van Keulen, Minnesota West

**Location:** Worthington campus

**Phone:** 507-223-1329

**Email Address:** Michael.vankeulen@mnwest.edu

**Canby Campus**  
1011 First Street West  
Canby, MN 56220

**Granite Falls Campus**  
1593 11<sup>th</sup> Avenue  
Granite Falls, MN 56241

**Jackson Campus**  
PO Box 269  
Jackson, MN 56143

**Pipestone Campus**  
1314 North Hiawatha  
Pipestone, MN 56164

**Worthington Campus**  
1450 Collegeway  
Worthington, MN 56178

**Luverne Site**  
311 N. Spring Street  
Luverne, MN 56156