



SPRING HILL
COLLEGE

Student Employment Program Job Description

Work-study Position: Foley Center Tutor

Department: Foley Center

Location: Foley Center – LAC, Wilmer Hall, MCPSS Schools.

Supervisor: Daniel Massey – dmassey@shc.edu and Brianna Reed, breed@wilmerhall.org

Rate of Pay: \$12.00

Length of Employment: Academic Year 2024-2025

Schedule: Monday Wednesday 2:40-4:00p.m. and/or Tuesday, Thursday 3:00-4:30p.m

Purpose of Position: The tutor will be responsible for supporting the academic success of students by providing personalized assistance and enrichment during after-school programs at Mobile County Training School and/or Phillips Prep Academy. The role involves helping students understand concepts they are struggling with, aiding in the delivery of preplanned enrichment materials, and fostering a positive learning environment.

Description of Duties and Responsibilities that relate to student's role/position: LIST ALL RELATED DUTIES AND RESPONSIBILITIES

- Empower students excel in their academic pursuits by offering individualized support and encouragement **TC, PWE**
- Assist in delivering preplanned enrichment materials as part of after school-programming **OWC, L** • Clarify and explain concepts that students find difficult to understand **OWC, CTPS**
- Foster a supportive and inclusive atmosphere that accommodates a diverse range of student backgrounds **TC, L, PWE**

Required Knowledge, Skills, and Abilities: LIST ALL REQUIREMENTS

- General knowledge of subject matters **GU**
- Ability to relate well to students from a wide range of backgrounds **TC**
- Ability to communicate effectively **OWC**

Qualification Standards: LIST ALL STANDARDS

- Eligibility: Student must have work-study eligibility confirmed by the Office of Financial Aid • Experience: Student must have experience using a mainframe and/or personal computer system

Evaluation Procedures:

Evaluations will be completed at the end of each academic year. Student employee and supervisor will meet to discuss the evaluation. Both parties will sign the evaluation that will be turned into the Office of Financial Aid.

THE COLLEGE RESERVES THE RIGHT TO CHANGE, ADD, OR REASSIGN JOB DUTIES OR COMBINE POSITIONS, OR PORTIONS THEREOF, AT ANY TIME. THIS JOB DESCRIPTION IS NOT AN EMPLOYMENT AGREEMENT OR CONTRACT. AN EQUAL OPPORTUNITY EMPLOYER.