



Student Employment Program Job Description

Foley Center Work-Study Student Position:

Department: The Albert S. Foley, S.J. Community Service Center

Location: Foley Center, LAC, Various Rooms

Supervisor: Daniel Massey dmassey@shc.edu

Rate of Pay: \$12.00

Length of Employment: October 2024-May 2025

Schedule: 4 Hours per Week. Mondays & Thursdays, 7 to 8:30 PM.

Purpose of Position: Under the general supervision of the program coordinator, the ESL tutor will commit to a variety of teaching and support tasks within the program. Duties include providing direct ESL instruction in speaking and reading English to adult and child learners twice weekly, engaging in student recruitment, assisting with registration, and performing basic office work to support program operations.

Description of Duties and Responsibilities that relate to student's role/position:

- Tutoring English as a Second Language, both speaking and reading, to adult and child learners twice per week.
- Assisting with student registration and maintaining accurate records.
- Supporting the program coordinator with office tasks, such as organizing materials and scheduling.
- Providing ongoing support to students, including answering questions and offering additional resources as needed.
- Log work-study hours in Badgerweb
- Attend all mandatory trainings applicable to their placement.

Required Knowledge, Skills, and Abilities:

- Verbal and written communication skills, with the ability to explain concepts clearly to non-native speakers. (O/WC)
- Ability to manage and organize materials and schedules, and maintain accurate records, especially for student registration and attendance tracking. (P/WE)
- Aptitude for providing support to students outside of lessons, including answering questions and offering additional learning resources. (CT/PS)
- Commitment to attending all required trainings to ensure program success and personal development. (P/WE)

Qualification Standards:

- Students must have work-study eligibility confirmed by the Office of Financial Aid.

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.

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