

The Michigan State University Office of Supportive Services (East Lansing, MI) seeks highly qualified individuals for the position of Academic Assistant/Tutor for TRIO Student Support Services

### POSITION DESCRIPTION

<b>Title:</b>	Academic Assistant/ Tutor At-Will Student Employment
<b>Reports to:</b>	TRIO Coordinator
<b>Department:</b>	Office of Supportive Services
<b>Salary Range:</b>	\$8.50/hour
<b>Hours:</b>	10-15 hours/week
<b>Credentials Needed:</b>	Enrolled at Michigan State University in good academic standing.
<b>Experience Needed:</b>	Preference given to students who are participants in the TRIO Student Support Services Program and have successfully met first year requirements. Experience as a tutor desired.
<b>Other Qualifications:</b>	<ul style="list-style-type: none"> <li>• Cumulative grade point average of 3.0 or better</li> <li>• Course grade of 3.5 or better to qualify to tutor that course</li> <li>• Excellent interpersonal, written and verbal communication skills</li> <li>• High cultural competency, excellent team player, demonstrated dependability</li> </ul>
<b>Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Provide subject tutoring to individuals and small groups weekly</li> <li>• Engage students in activities that deepen their learning</li> <li>• Complete session attendance and evaluation reports after each session</li> <li>• Attend regularly scheduled commitments including weekly meetings, trainings and other Office of Supportive Services events</li> <li>• Other duties as assigned</li> </ul>

**Interested candidates should submit their application and resume to:**

Jamillah Gross-Caldwell  
TRIO Student Support Services  
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