

Macalester College

Student Employment Job Description

Employment Dates: Academic Year

Department: Chemistry	Position Title: Tutor
Supervisor: Rob Rossi	Position Classification: Tutor
Telephone: 696-6224	Pay Grade: Tier II
Email: rossi@macalester.edu	Budget Number: 10-1120

Purpose:

The Macalester College Student Employment Program is designed primarily to provide student employees with a broad range of work opportunities in which each job is necessary to assure the viable operation of the college, to foster student career development through a variety of work experiences, and to provide a work environment that will teach students about the varied responsibilities and opportunities of employment.

Qualifications and/or Special Skills Necessary to Perform the Duties of the Position:

1. Must have successfully completed the following Chemistry courses, or have been granted credit at Macalester for their equivalent: (111 and 112, or 115) and (211 and 212)
2. Must be very comfortable with the subject matter of the courses listed above
3. Must be reliable, punctual, and trustworthy
4. Must have a desire to help others, and enjoy working with fellow students
5. Strong verbal communication skills

Job Functions and/or Special Projects:

1. Serve as a drop-in tutor for students in Chemistry 111 – 212
2. Arrive on time for assigned tutoring shift and unlock the computer lab
3. Remain in the computer lab throughout your tutoring shift
4. Ensure that the computer lab is secured at the end of your shift
5. Track the use of the computer lab and your tutoring services
6. Communicate any problems encountered by a wide range of students to your supervisor

Skills Acquired or Developed on the Job:

1. Teaching skills
2. A greater understanding of general and organic chemistry
3. Communication skills
4. Punctuality

Scheduling: Very regimented! Once assigned a shift, you must arrive for it on time, week in and week out. Your fellow students will be counting on you to be there, and you *will* be fired from this position for failing to show up on time or for leaving during your shift!

Position Overview:

You will tutor students in chemistry, and serve as a security officer of sorts for the computer lab.