

Tutoring Front Desk Job Description

Qualifications

- ❖ GPA of 2.5 or higher
- ❖ Registered Cañada student in good standing
- ❖ Enrolled in at least 6 units

Responsibilities

- ❖ Greeting and reception of students as they enter the tutoring areas.
- ❖ Triage and queue of students looking to meet with a tutor.
- ❖ Ensure data capture and input (including but not limited to the completion of student surveys)
- ❖ Provide students with information on current tutoring schedules
- ❖ Customer Service

Required Skills and Abilities

- ❖ Friendly and Outgoing
- ❖ Inviting Presence
- ❖ Attention to Detail
- ❖ MS Office/Google Doc Ability
- ❖ Typing Skills
- ❖ Organization Skills
- ❖ Knowledgeable of Campus Resources/Programs

Desired Skills

- ❖ Ability to be a Tutor
- ❖ Multilingual
- ❖ Has Utilized Tutoring Services
- ❖ Retail Experience

Compensation/Benefits

- ❖ \$12.00 per hour
- ❖ Flexible hours and scheduling
- ❖ The chance to meet fellow students
- ❖ An addition to notable work experiences

Application

- ❖ Applications are located in Writing Center room 9-219A, the front desk of the Learning Center and in the STEM Center.
- ❖ Return applications to Julian Taylor in 9-219A, or Josue Alcaraz, in the STEM Center (incomplete applications will not be processed).

For Further Information

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