



FEDERAL WORK STUDY JOB DESCRIPTION

DEPARTMENT: MESA

JOB TITLE: Student Tutor

BUILDING/CAMPUS: SMN

ESSENTIAL FUNCTIONS AND DUTIES:

- Providing academic support to currently enrolled MESA students through one-on-one tutoring
- Attending and supporting MESA Program events
- Creating a supportive culture for learning
- When appropriate, facilitating study groups for students to learn material and answer novel questions
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ABILITIES/SKILLS/DESIRABLE KNOWLEDGE REQUIRED:

- Empathetic and understanding of other students' experiences
- B or higher in courses they will be tutoring in and must be recommended
- Enrolled in 6 or more units at the College of Marin
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Estimated Hours needed:

- M: 4 TU: 4 W: 4 TH: 4 F:

Will the student have access to or handle confidential records or information? Yes ☐ No ☐

If 'Yes', the student will be required to pass a Live Scan background check.

Note: Positions that require access to or handle confidential records/information will be reviewed by the Dean of Enrollment Services.

STUDENT'S SUPERVISOR: Nicole McIntyre

EMAIL: nmcintyre@marin.edu

PHONE#: 415-485-9539

STUDENT'S ALTERNATE SUPERVISOR: _____

EMAIL: _____

PHONE#: _____

HOW TO APPLY: *If you wish to apply for this position, please email the supervisor listed above and attach the following: Cover Letter, Resume and Proof of FWS award (email notification from Enrollment Services)*