



# MONTEREY PENINSULA College

## Student Job Center, Federal Work-Study Employment Opportunity

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### General Information

<b>Name of position</b>	Peer Tutor
<b>Classification</b>	Level III
<b>Pay Rate</b>	\$ 18.00/hour
<b>Work Schedule</b>	2 - 8 hours/week during center hours; schedule determined in coordination with supervisor. Center hours: Mon-Thur 9 am - 6 pm, Fri 9 am - 1 pm, Sat. 10 am - 2 pm.
<b>Length of Employment</b>	One semester, beginning the week before classes
<b>Department</b>	Tutoring & Academic Success Center (TASC)
<b>Supervisor</b>	Linda Hucks, lhucks@mpc.edu

### Please review our job description:

TASC is an academic support service at MPC designed to support students taking historically difficult courses by connecting them with peer tutors who excelled in the subject. Peer tutors work with students to review class materials, discuss concepts, understand assignments, and apply learning strategies and study skills to achieve academic success. Tutoring takes place at TASC online and in person in BMC 201, LTC 150, Marina Campus 201, and, in special cases, at MPC's Seaside Public Safety Training center and local high schools. Embedded tutors and Supplemental Instruction Leaders attend regular class sections and lead a group study session.

### Duties and Responsibilities

- Meet students online or in person to provide support using tutor methods from training.
- Create a welcoming space by greeting students who enter the center.
- Assist with keeping the space clean.
- Provide technical support for students needing help with the computer or software.
- Visit classes to introduce tutoring support.
- Attend classes to take notes and lead a study group.
- Communicate with course instructors with information about tutoring times, etc.
- Attend training before semester and regular meetings throughout the semester.



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## Eligibility Criteria

Earned a grade of B or higher in courses you want to tutor, have taken the course at MPC, and receive instructor approval to become a tutor for the course.

## Minimum Requirements

- Must apply for Federal Financial Aid and be eligible for Federal Work-Study
- Be a currently enrolled student at MPC
- Be enrolled in a minimum of 6 units for Fall/Spring term or a minimum of 3 units for the Summer term
- Maintain a minimum 2.0 GPA
- Must be a student in good standing and not on Academic, Progress, or Disciplinary Probation
- Must have an updated Education plan on file at all times

## Desirable Qualifications

- Willingness to learn, teachability
- Service orientation, likes to help others
- Welcoming, values diversity
- Presence, confidence, presentation
- Knowledge of subject
- Cover multiple courses
- Technical ability to use online tools
- Able to respond calmly to a stressed person
- Healthy boundaries, ability to say no
- Uses study skills/strategies
- Able to manage time well
- Bilingual/multilingual

## Courses covered by TASC tutors:

Administration of Justice 2, 4, ASL SIGN 1A/B, Anatomy 1, 2, 5, Anthropology 2, 4, Business 1A/B, 120 A/B, 18, 20, CSIS 1, 76A/B/C, 80, 86, Economics 2, 4, EMMS 170A/B, Ethnic Studies 4, 5, 6, 22, French 1A/B, Gender and Women's Studies 12, History 7, 8, 12, 17, 18, Medical Assisting 105, Nursing 100, Nutrition 1, Physiology 1, 2, Political Science 1, Psychology 1, 10, 19, 25, 38, Spanish 1/1S, 2/2S, 32, 33, 34, 36, Speech 1. Note: TASC does not provide tutors for English or Math courses.

You may complete our Federal Work Study Application [here](#). If you have further questions about the application process please contact Job Center Coordinator, Lien Nguyen at [Lnquyen@mpc.edu](mailto:Lnquyen@mpc.edu). If you have further questions about the job position please contact the department supervisor [lhucks@mpc.edu](mailto:lhucks@mpc.edu).