

## FEDERAL WORK STUDY JOB DESCRIPTION

**DEPARTMENT:** Foreign Language  
**POSITION:** Office Assistant Tutors  
**SUPERVISOR(S):** Leslie Ashley-McLean  
**PURPOSE / ROLE:** Assist Office staff Tutor students for Language classes  
**QUALIFICATIONS:** [Click or tap here to enter text.](#)  
**ACADEMIC YEAR:** 2022/2023  
**CONTRACT DATE:** August 22, 2022 through May 05, 2023  
**RATE OF PAY:** STATE MINIMUM WAGE  
**SCHEDULE:** VARIES TO ACCOMMODATE STUDENT'S CLASS SCHEDULE

### DUTIES AND RESPONSIBILITIES:

Office Workers: Answer phone, greet visitors, general office duties

Tutors: Tutor students for Language classes, general office duties, greeting visitors, special projects as directed by faculty.