

## **Federal Work Study Opportunity**

### **Student Instructional Assistant (Embedded Tutor) (FH Teaching & Learning Center)**

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#### **This is a Federal Work-Study Student Position.**

**Only those with a 2021-2022 Federal Work-Study Award Option from the Financial Aid Office are eligible to apply.**

**Note:** Most Federal Work-Study jobs will be done remotely until we are fully back on campus. Be aware that remote jobs will likely end by December 31, 2021. While there may be some jobs specifically created for our current remote environment, the vast majority of our remote jobs will continue as on-campus jobs when campus re-opens.

- Most of our employers assume that their student employee will be available to physically work on campus once Foothill Campus re-opens.
- If you will not be available to physically work on campus once Foothill Campus re-opens, be sure to indicate that in your job application email.

**Any student doing remote work must be physically located in California while working.**

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## **POSITION DESCRIPTION**

### **General Job Description:**

General Duties supporting an instructional program, tutoring, assisting students or instructors with delivery of instruction; applies to all disciplines.

**This job will be fully remote Fall Quarter and is expected to become either hybrid or fully on campus beginning Winter Quarter.**

### **Specific job description details** (while remote):

TLC embedded tutors are responsible for providing support services to Foothill College students through tutorial sessions, small-group workshops, and supplemental study sessions. TLC embedded tutors are paired with a specific section of a writing course and work to support the students enrolled in that course section for the duration of the quarter. TLC embedded tutors are expected to:

- Regularly attend lecture portion of the course via Zoom (~2 hours/week)
  - Work with students and help facilitate discussion during small group activities in Zoom classroom
- Meet with instructor of record for the class (~1 hour/week)
- Work with students outside of class in TLC Zoom Tutoring Room (~3 hours/week). This includes
  - Designing and facilitating workshops on specific topics or skills that students have requested additional support or practice with
  - Working with students in small groups
  - Meeting with students for individual tutoring sessions

- Generating context-specific questions, assessing students' learning styles, prioritizing needs and tasks, explaining and modeling concepts or skills to students, and modifying pedagogical approaches based on students' unique learning styles
- Maintain regular communication with class instructor
- Reach out regularly and proactively to students throughout the quarter to check in with them and encourage them to come to your workshops
- Develop and maintain discourse communities in partnership with the instructor of record
- Visit classes via Zoom to inform Foothill College students about the TLC's services and policies.

### **Specific job description details** (when on campus):

TLC embedded tutors are responsible for providing support services to Foothill College students through tutorial sessions, small-group workshops, and supplemental study sessions. TLC embedded tutors are paired with a specific section of a writing course and work to support the students enrolled in that course section: TLC embedded tutors are expected to:

- Regularly attend lecture portion of the course (~2 hours/week)
  - Work with students during small group activities in class
- Meet with instructor of record for the class (~1 hour/week)
- Work with students outside of class in TLC (~3 hours/week). This includes
  - Designing and facilitating workshops on specific topics or skills that students have requested additional support or practice with
  - Working with students in small groups
  - Meeting with students for individual tutoring sessions
  - Generating context-specific questions, assessing students' learning styles, prioritizing needs and tasks, explaining and modeling concepts or skills to students, and modifying pedagogical approaches based on students' unique learning styles
- Maintain regular communication with class instructor
- Reach out regularly and proactively to students throughout the quarter to check in with them and encourage them to come to your workshops
- Develop and maintain discourse communities in partnership with the instructor of record
- Visit classes to inform Foothill College students about the TLC's services and policies.

### **Minimum qualifications:**

Applicants should

- Be a Foothill College student, enrolled in at least 6 units;
- Be available to enroll in LA 61A: Tutor Training;
- Be available to work at least 4 hours per week;
- Be available to attend 1 hour of professional development training per week;
- Have passed a transfer-level English course with a grade of B or higher;
- Have a minimum overall Foothill College GPA of 3.0;
- Be able to contribute to the development and presentation of workshops, information sessions, and other supplemental academic support services;
- Be patient and have a strong desire to help students achieve their goals;
- Be motivated to learn new skills;
- Possess the ability to work with peers in one-on-one tutoring sessions, as well as the ability to speak in front of groups and present workshops;
- Demonstrate a strong understanding of the writing, reading, and research process;
- Possess time management and stress management skills, including the ability to balance the demands of employment with academic pursuits;
- Understand the importance of confidentiality regarding the students who seek academic support at the TLC;



- Have an understanding of, sensitivity to, and respect for diverse academic, socio-economic, ethnic, religious, linguistic, and cultural backgrounds, disability, and sexual orientation of students and staff;
- For remote tutoring sessions (Fall 2021):
  - Have access to a computer and reliable internet connection for remote tutoring sessions via Zoom.
  - Be physically located in California while working

### Preferred qualifications:

- Experience working with peers in collaborative learning environments;
- Experience working with individuals from diverse ethnic, racial, socio-economic, academic, linguistic, and cultural backgrounds, especially first generation college students;
- Experience facilitating small group discussions;
- Experience working in an office environment.

This position is for Fall, Winter, and Spring Quarters. Applications will be accepted for Fall Quarter beginning July 23, 2021.

Salary for this position is \$19.42/hour.

## HOW TO APPLY

### Requirements:

To apply for this job, Foothill College must be your primary school *and* you must have already been awarded your Foothill federal financial aid for the applicable academic year.

Please **DO NOT APPLY** unless you also meet all of the following basic eligibility requirements:

1. You must be **enrolled in at least 6.0 units** at Foothill for the quarter in which you hope to begin work.
2. If you have a GPA at Foothill-De Anza Community College District:
  - Your **cumulative GPA** at FHDA must be at least 2.0.
  - Your **Quarterly GPA** for your most recent quarter of attendance must be at least 2.0 (including at least a 2.0 GPA in your most recent quarter in which you earned at least 6.0 units).
3. You must be in eligible federal financial aid standing.
4. You must have fewer than 180 attempted units at Foothill and De Anza Colleges combined.
5. You must have a Foothill "**Federal Work-Study Option**" entry in your MyPortal **Foothill College Financial Aid Award Letter** for the current academic year.
  - If you do not have this entry and believe you should, email Christine Johnson—see below. You will need to show this entry at the time of your interview.
6. Note: You must be physically in California while performing any work.

If you are interested in *and* meet the requirements for this position, email the hiring supervisor to request an interview:

**Hiring Supervisor: Katherine Lee**

Email: [leekatherine2@fhda.edu](mailto:leekatherine2@fhda.edu)



In your email subject line, type: **“Application for Federal Work Study Job”** (then add the **title of the position** you are applying for).

**Include the following information in your email:**

- Some information about yourself (attach a resume if you have one)
- Your student ID number
- Your hours of availability for work in the current/upcoming quarter
- Your phone number, if you are willing to be contacted by phone

**If you are hired**, your hiring supervisor will instruct you on the next steps to becoming a Federal Work Study employee.

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(If you have any questions about the process, email Christine Johnson in the Financial Aid Office ([johnsonchristine@fhda.edu](mailto:johnsonchristine@fhda.edu)). Please include your student ID number.