FOOTHILL COLLEGE

Federal Work Study Opportunity

Student Instructional Assistant (FH EOPS)

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.

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):

EOPS Peer Tutors generally virtually tutor 2-6 hours per week, and that time is composed of 1- 3 individual tutees. It's a win-win situation for both students involved. The tutor gets paid to show off their expertise and stay current on their knowledge. The tutee gains valuable knowledge and insight from a peer who has already taken the course.

- Provide tutorial support services via Zoom for Foothill College EOPS students seeking assistance in a variety of subjects;
- During tutoring sessions, facilitate discussions with students about reading and writing skills, generate context-specific questions, assess students' learning styles, prioritize needs and tasks, explain and model concepts or skills to students, and modify pedagogical approaches based on students' unique learning styles.

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

EOPS Peer Tutors generally tutor either virtually or in person 2-6 hours per week, and that time is composed of 1-3 individual tutees. It's a win-win situation for both students involved. The tutor gets paid to show off their expertise and stay current on their knowledge. The tutee gains valuable knowledge and insight from a peer who has already taken the course.

- Provide tutorial support services via either in person or Zoom for Foothill College EOPS students seeking assistance in a variety of subjects;
- During tutoring sessions, facilitate discussions with students about reading and writing skills, generate context-specific questions, assess students' learning styles, prioritize needs and tasks, explain and model concepts or skills to students, and modify pedagogical approaches based on students' unique learning styles.

Minimum qualifications:

Applicants should

- Be a Foothill College student, enrolled in at least 12 units;
- Receive an "A" grade or better in the course(s) you wish to tutor;
- Complete the EOPS Tutor Application, Schedule of Availability, and Letter of Recommendation.

- Possess good communication skills;
- Be interviewed and Hired by the EOPS Tutorial Services Coordinator, Sarah Corrao (corraosarah@fhda.edu);
- Have completed the Foothill College Student Employment Packet.;
- International students must also submit an "Evidence of On-Campus Employment" letter to the International Student office and receive further instruction for employment;

- Take two one-unit tutor training courses;
- 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 in EOPS Tutorial Services;
- 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 when 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 working in an office environment.

This position is for Fall, Winter, and Spring Quarters. Applications will be accepted for Fall Quarter beginning July 19, 2021. Earliest start date will be October 4, 2021.

Salary for this position is $19.42/hour.

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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 <u>unless</u> 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: Sarah Corrao

Email: corraosarah@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.

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