

Student Employment – Tutoring Lab Assistant – Learning Commons

Department: Learning Commons

Position Title: Tutoring Lab Assistant

Position Type: Both work study and student hourly considered

Job Description:

The Tutoring Lab Assistant exists to maximize the effectiveness of the Kiosk Check-In/Out system for One-to-One tutoring sessions in the Learning Commons. This position plays a crucial role in scheduling tutors, assisting students and tutors in the Check-In/Out process, and in monitoring the use of the Check-In/Out system. This individual will also serve as lead Student Assistant, coordinating and scheduling workers and creating an Assistance Desk schedule. Pulling, compiling, organizing, and creating reports detailing scheduling and attendance is also an essential function. Gathering, organizing, and assembling the data to be analyzed and evaluated is vital to assuring the efficacy of the tutoring program. The employee will have access to student numbers and employee records.

General Tutoring Lab Assistant Duties:

- Schedule and input one-to-one and general tutoring schedules using program specific computer software
- Call and confirm One-to-One tutoring appointments
- Assist students and tutors with making tutoring appointments and Checking-In/Out
- Provide resources and explain strategies for student success to students seeking one-to-one tutoring
- Monitor and limit usage and troubleshoot student and tutor Check-In/Out program
- Schedule and input general tutoring program schedules using program specific computer software
- Coordinate and schedule Assistance student workers; serve as lead Student Assistant
- Compile data reports, organizing and synthesizing relevant information into Excel spreadsheets
- Assemble and organize employee/tutor records, run Kiosk reports, and pull student usage reports for the Learning Commons Manager
- Create procedural manual for computer Check-In/Out Kiosk system as well as how to pull and compile data reports for both the One-to-One Tutoring Program and the general Tutoring Program
- Other duties as assigned

Job Requirements:

In order to qualify for this position, you must be a current RRCC student. Applicants must be in good academic standing taking six (6) or more credit hours and must have a minimum 3.0 GPA. Good customer service, organizational and reporting skills are necessary. Candidate should have experience in supervising and making independent decisions. Experience in organizing and creating schedules is vital to this role. A working knowledge of Microsoft Office products/intermediate level of Excel competency or completion of CIS 155/Excel certification (one or the other) are required. Must be reliable, have a strong work ethic and positive attitude. Successful candidates should be able to work 20 hours each week and provide at least one letter of recommendation.

You must be eligible for student employment (enrolled in a minimum of six (6) credit hours for the semester in which you will be working) to apply for this position.

Skills you will gain/enhance:

The Tutoring Lab Assistant position provides many opportunities for personal and professional growth in areas such as: customer service, communication, data extraction and analysis, Excel experience, working within a team and working with people in authority positions. This position also provides an opportunity to learn about RRCC's Tutoring Program processes behind the scenes and to contribute to them. Professional development opportunities are provided for students whenever possible. The Tutoring Lab Assistant will also gain leadership experience as well as scheduling, reporting and organizational skills.

Job Payment Information:

Wage: Paid at the Student Level IV rate.

Paid: Bi-weekly (Fridays)

[Click here to apply for this position!](#)

For questions about this position, contact **Gabriel Hernandez** (gabriel.hernandez@rrcc.edu). He can also be reached at **(303) 914-6703**.

For questions about student employment in general, contact bob.miller@rrcc.edu.

This position will remain open until 12.2.2019

Note: Former employees of the Colorado Community College System or one of its 13 colleges, who were disciplinary terminated or resigned in lieu of termination, must disclose this within your application materials.

Red Rocks Community College is committed to diversity in its people and programs. The College prohibits all forms of discrimination and harassment including those that violate federal and state law or the State Board for Community Colleges and Occupational Education Board Policies 3-120 and/or 4-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. Red Rocks Community College will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and/or participation in vocational education programs.

RRCC has designated Arnie Oudenhoven as its Affirmative Action Officer/Equal Opportunity Administrator/Title IX Administrator with the responsibility to coordinate its civil rights compliance activities and grievance procedures. Report all concerns or complaints relating to discrimination or harassment to the Title IX/EO Coordinator(s). For information, contact Arnie Oudenhoven Executive Director, HR, Title IX Coordinator, Title VII/Equal Opportunity Coordinator, ADA/Sec 504 Coordinator, via mail at 13300 West Sixth Avenue, Lakewood, CO 80228. Phone 303.914.6298, or email arnie.oudenhoven@rrcc.edu or Deborah Houser, Assistant Director of Human Resources/Deputy Title IX Coordinator, 303.914.6224 deborah.houser@rrcc.edu. 13300 West Sixth Avenue, Lakewood, CO 80228.

You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.

Reasonable accommodation will be provided upon request for persons with disabilities. If you are a person with a disability who requires an accommodation to participate in the application process, please notify Human Resources at 303-914-6570.

RRCC conducts pre-employment background checks on all employment finalists to determine or verify background information, including criminal history, references from previous employment, qualifications, and, when applicable, driving history. Employment offers are contingent upon receiving a satisfactory report.

For information regarding Red Rocks Community College Security, including crime statistics for the Red Rocks Community College Lakewood and Arvada campuses, please see the Red Rocks Community College campus security website at <http://www.rcc.edu/police/>. For a hard copy report, please contact 303.914.6494.