

## **Children's Literacy Tutor, Student Affairs, Clarkesville**

**Classification:** Work Study

**Job Description:**

North Georgia Technical College is accepting applications for a Federal Work Study Children's Literacy Tutor on the Clarkesville Campus. This position will work in partnership with Clarkesville Elementary School of Habersham County and requires the work study student to work off campus. The purpose of this position is to help elementary students improve their reading, writing, and comprehension skills. Duties are assigned by onsite supervisor. Reports to Lori Whiting, Financial Aid & Patrick Franklin, Clarkesville Elementary School Principal. This position will be for Fall and Spring semesters.

**Qualifications:**

- Must have a completed Free Application for Federal Student Aid on file for 22-23 aid year.
- Must be registered for the current term, and must meet satisfactory academic progress standards.
- Applicants should be neat in appearance and possess the ability to work well with others.
- Applicants must be dependable, punctual, and be able to work well with others.
- As with all NGTC employees, a background investigation is required which may include, but is not limited to, a review and/or verification of criminal history records, motor/vehicle driver's history records, employment history, references, etc.

**Location:** Clarkesville Elementary School: 6539 Hwy 115 West, Clarkesville, GA 30523

**Salary and Schedule:** 19 hours per week at \$14.00 per hour. Schedule will be determined by supervisor.

**Application Deadline:** Open until filled.

**Length of Employment:** Employment will begin once background check and employment packet have been completed and can continue each semester if meeting NGTC's SAP and enrollment requirements.

To apply for this position applications are available at <https://northgatech.edu/students/financial-aid/work-study> and is listed as Application for Employment Form. Please return completed applications to the financial aid office or they can be emailed to [finaidclarkes@northgatech.edu](mailto:finaidclarkes@northgatech.edu).

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This institution is an equal opportunity provider and employer. If, as an employee, you wish you file a Civil Rights complaint, please call GSA's Office of Civil Rights at 202-500-0767 or 800-662-6376 or send an email to [civilrights@gsa.gov](mailto:civilrights@gsa.gov). If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Center for Civil Rights Enforcement, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).