

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 Woodville 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 an onsite Supervisor. Reports to Lori Whiting, Financial Aid, and BJ Addison, Woodville Elementary School Principal. This position will be for the Fall and Spring semesters.

Qualifications:

- Must have a completed Free Application for Federal Student Aid on file for 23-24 aid year.
- Must be registered for the current term and must meet satisfactory academic progress (SAP) 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: Woodville Elementary School: 911 Historic Old Hwy, 441, 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.

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