



A Unit of the Technical College System of Georgia

Office of Student Financial Aid
WGTC School Code 010487 (Waco)
Phone: 855-286-3462
Email: FinancialAid@westgatech.edu
www.westgatech.edu/financial-aid

Position: Federal Work Study/CISM,COMP,BUSN Peer Tutor

Location: Douglas Campus

Department: Academic Affairs

Reports To: Kim Crockett

Nature of Duties: Assists students needing additional clarification or Microsoft function help. Assists in maintaining an effective learning environment. Tutors and assists students individually and in groups in a learning environment. Maintains tutoring records using Excel.

Minimum Qualifications:

- Must be enrolled as a student at West Georgia Technical College
- Student must have a completed FAFSA for the designated aid year and must be eligible for federal aid
- High School Diploma or GED and some college education, including completion of CISM 2201, BUSN, or COMP1000 with a grade of B or higher
- Competent experience using computers and Microsoft Office
- Must have a recommendation from WGTC faculty or staff

Preferred Qualifications:

- Prior experience as a peer tutor or completion of CIST or BUSN (using Microsoft Office) courses with a grade of B or higher. Prior experience using SAM, CONNECT, GDP, SIMnet, MidTap, Evolve and Cengage products
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Salary/Benefits: \$12 per hour; no benefits

Method of Application: Interested candidates must apply online through the [Federal Work Study Program](#) section of the WGTC website. Applicants will be contacted by area supervisor for interviews.

Note - Selected candidates must successfully complete a background check to include employment references, criminal history, and verification of employment prior to hire.

Employment Policy

The Technical College System of Georgia and West Georgia Technical College do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law) in educational programs, activities, admissions or employment. All applicants will be considered; however, only selected applicants may be interviewed. Approval of employment does not constitute a contract. Continued employment is contingent upon job performance and funding.