



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/Science (Anatomy and Physiology) Peer Tutor

Location: Carroll, Douglas, Coweta or LaGrange Campus

Department: Student Support Services

Reports To: Kim Crockett

Nature of Duties: Tutors students in subjects that include BIOLOGY and Science courses; Meets with students on an established basis in a classroom setting; Assigns manageable tasks and provides positive feedback; Carefully listens to students and offers encouragement and support; Maintains a positive, warm attitude that encourages the student to learn; Provides oral and written reports as required; Performs basic administrative duties to support the daily operations of the tutoring program. Excellent computer skills in working with electronic record keeping. Assists students who need additional clarification pertaining to Science courses. Ability to support Science faculty regarding tutoring. Tutors and assists students individually and in groups in a learning environment. Flexibility to tutor at one or two campuses.

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 Science courses
- Competent experience using computers and Microsoft Office
- Must have a recommendation from a WGTC faculty member.

Preferred Qualifications:

- Prior experience as a peer tutor or completion of two or more BIOL 2113 and lab, 2114 and lab, 2117 and lab courses with a grade of B or higher

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.