AUSTIN COMMUNITY COLLEGE DISTRICT

Financial Aid Office

College Work-Study Employee Requisition

Fall 20____ Spring 20____

Work-Study Position Title: *America Reads Tutor*
School Requesting Position: _____
Contact: _____ **Contact Phone Number:** _____ **Number of Tutors Requested:** ____

Description of Duties and Tasks: Essential duties and responsibilities include the following. Other related duties may be assigned.

- Provide tutorial services through the America Reads program to elementary through ninth grade students to enhance their reading skills.

Required Skills: Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Ability to conform to an established work schedule.
- Ability to communicate in a concise and effective manner.
- Ability to understand and follow instructions.
- Ability to use personal computers.
- Effective interpersonal skills.
- Ability to exercise tact and discretion.

What other possible duties will the student be required to perform? Please be specific with regard to any physical activities, including lifting, stair climbing, cleaning & maintaining facilities or equipment.

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Note: Depending on the student's award, 15 hours per week is the maximum a student is allowed to work during the Fall/Spring.

Are you willing to train the work-study student? **Yes** ☐ **No** ☐

Will the student be required to work specific hours/days other than Monday-Friday 8 a.m.-5 p.m.? **Yes** ☐ **No** ☐

If the answer to the above question is yes, please indicate hours/days: _____

Are weekend and/or evening hours available for students to work? **Yes** ☐ **No** ☐

To whom should the student be referred for the interview? _____

_____ _____
(Supervisor's Name: Please Print) *(Supervisor's Title: Please Print)*

_____
(Supervisor's E-Mail Address)

_____ _____ _____
(Supervisor's Signature) *(Phone Number)* *(Date)*

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