

FEDERAL WORK-STUDY

LEARNING COACH

This is a part-time, Federal Work-Study position that reports to the College for Life Coordinator and is located on the main JWCC campus in Quincy, Illinois.

POSITION DESCRIPTION/DUTIES

The purpose of the position is to assist with the inclusion of students in college course work and campus life.

Job Performance Responsibilities:

- Help to maintain a positive academic environment
- Academic tutor when needed
- Assist students with assignments in courses as assigned
- Maintain accurate records regarding students
- Encourage appropriate college behavior
- Foster student independence
- Help students with time management
- Relay communication about student progress to project staff
- Work as a member of the team
- Maintain confidentiality regarding educational information and records
- Willing to obtain added training
- Coverage of other Learning Coaches in the event of an absence
- Performs other duties and responsibilities as assigned

QUALIFICATIONS

Student's applying for this position will need to be current JWCC students. Eligibility to work within the Work-Study program is required. Additional qualifications include:

- Excellent communication and organizational skills
- Ability and interest to work with students with disabilities
- Strong interpersonal skills with the ability to build positive relationships
- Ability to work with college students in a fast-paced environment
- Flexibility and ability to multi-task
- Proficient with Canvas, MS Office and other technology relevant for students
- Ability to learn assistive technology and support its use by students

SALARY

IL minimum wage

APPLICATION

Students who are interested in this position will need to complete a Federal Work-Study application. Please select "College for Life" to apply for this specific role. Once eligibility is approved, your application will be forwarded on to the department supervisor.

Applications from qualified persons who are members of racial or ethnic minorities, women, individuals with disabilities, and veterans are encouraged to apply. John Wood Community College is an Equal Opportunity/Affirmative Action employer and does not discriminate on the basis of race, color, national or ethnic origin, sex, religion, disability or other factors prohibited by law.