

Job Description

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Student Assistant - Math/Reading Tutor for K-12
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Job ID 247447

Full/Part Time Part-Time

Location Georgia Gwinnett College

Regular/Tem... Temporary

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About Us

Located in the vibrant community that is Gwinnett County, Georgia Gwinnett College (GGC) is a technology-rich, financially affordable, four-year institution with an access mission, housed on a modern 260-acre campus, 30 miles northeast of downtown Atlanta.

GGC's transformative model of education prepares students to be life-long learners through the four pillars of scholarship, leadership, service and creativity. With a diverse student body of over 11,000 and a similarly diverse faculty and staff of 1,300+, the college embraces innovative approaches to education and administrative services through an inclusive culture.

Georgia Gwinnett College recognizes the talents of its faculty and staff as the institution's most critical asset. Essential to the college's mission is the critical need to attract, retain, and engage a diverse and highly qualified workforce. In addition to the University System of Georgia's expansive benefit and retirement offerings, employees who have completed six months of regular full-time service with GGC are eligible for the system's Tuition Assistance Program (TAP). This program fosters the development and professional growth of employees through tuition assistance for eligible courses at any of the system's 26 institutions.

The University System of Georgia's total compensation package features an outstanding set of employee benefits for eligible positions, including, but not limited to, medical, dental, and vision plans, paid holidays, sick and vacation leave and retirement savings plans. More information can be found by visiting the USG Benefits webpage: <https://benefits.usg.edu/>

Job Summary

The School of Education at GGC is seeking bright, energetic students to support the math and reading tutoring program partnership with Gwinnett County Public Schools. As a student representative of the School of Education Tutoring Program, the student in this position will be working with K-12 students in Gwinnett County Public Schools for tutoring services in math and or reading. The student in this position must positively always portray a professional demeanor.

Responsibilities

- Administer tutoring in math and or reading to assigned students in Gwinnett County Public Schools by leveraging high impact tutoring practices
- Progress monitor student success and achievement and report/share results with tutoring manager, student, parents, and other local school personnel
- Coach and provide support to students as they work through prescriptive software to supplement tutoring sessions

- Participate in meetings with tutoring manager to debrief and discuss student progress and strategies to implement high impact practices

Required Qualifications

- Must be currently enrolled in a minimum of 6 credit hours at Georgia Gwinnett College.
- Must be in good academic standing and maintain good academic standing for the duration of employment.
- Must be in good conduct standing with the Office of Student Integrity and maintain good conduct for the duration of employment.
- Professional demeanor with excellent communication skills.
- Ability to apply judgment and discretion when dealing with confidential student information.
- Ability to be highly organized, attentive to details, time management, and multi-tasking skills.
- Excellent oral and written communication skills.

Preferred Qualifications

- Education major or pre-major, Math or English major, interest and or previous experience in working with children as a tutor in math or reading.
- Ability to work with minimal supervision.

Conditions of Employment

Offers of employment are contingent upon completion of a background investigation including a criminal background check demonstrating your eligibility for employment with Georgia Gwinnett College, as determined by Georgia Gwinnett College in its sole discretion, confirmation of the credentials and employment history reflected in your application materials and, if applicable, a satisfactory credit check. Applicants may be subject to a pre-employment drug test.

Offers are made expressly subject to the applicable federal and state laws, to the statutes, rules and regulations of this institution and to the Bylaws and Policies of the Board of Regents (BOR) of the University System of Georgia (USG), which are available for your inspection upon request.

Equal Employment Opportunity

Georgia Gwinnett College is an equal employment, equal access, equal educational opportunity, and affirmative action institution. It is the policy and practice of our institution to recruit, hire, train, promote, retain, and educate persons without regard to race, color, national or ethnical origin, age, disability, sex/gender, religion, sexual orientation, gender identity, genetic information, or veteran status as required by applicable state and federal laws (including Title VI, Title VII, Title IX, ADA, Sections 503 and 504 of the Rehabilitation Act, ARIA, and Executive Order 11246). For questions or more detailed information regarding this policy, please contact the Georgia Gwinnett College Human Resources Team at (678) 407.5070 or email hr@ggc.edu. Individuals requiring disability related accommodations for participation in any event or to obtain print materials in an alternative format, please contact the Payroll and Benefits at (678) 407.5054 or email benefits@ggc.edu. Any individual who feels that they may have been discriminated against, should contact the Office of Equity & Compliance at odec@ggc.edu.

Other Information

Due to the volume of applications, applicants may not receive a reply from the College unless an applicant is selected for an interview. Review of applications will continue until positions are filled. Hiring is contingent upon eligibility to work in the United States and proof of eligibility will be contemporaneously required upon acceptance of an employment offer. Any resulting employment offers are contingent upon successful completion of a background investigation, as determined by Georgia Gwinnett College in its sole discretion.

Georgia Gwinnett College, a unit of the University System of Georgia, is an Affirmative Action/Equal Opportunity employer and does not discriminate on the basis of race, color, gender, national origin, age, disability, sexual orientation or religion. Georgia is an open records state.

Physical Requirements

Position requires local travel. Ability to lift and carry files and materials. Ability to move from one office to another office on campus. Adequate vision, hearing and manual dexterity to interact with people in person, on the phone and in writing. Job takes place in normal environmental conditions.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.