



# Pine Technical & Community College

## Student Employment Position Description: ABE Assistant

**Rate of Pay:** \$14.00/hour

**Location :** Tutoring center, RM 84

**Supervisor:** Amy Chatt, Farfum Ladroma

**Hours:** Up to ten (10) hours per week

**Eligibility:** Must be Federal or State work study eligible

**Duties and Responsibilities:** This position will assist the ABE instructor with preparing instructional resources needed for integrative courses taught with PTCC, along with supporting the college tutoring center and the student resources housed there. Responsibilities include completing worklists designed by ABE and college instructors, providing a clean and welcoming space for student studying, and ABE promotion in the local area.

**Required Skills / Job Qualifications:** Must have strong communication skills and a positive image, computer skills, willingness to learn new things, awareness of confidentiality policies, and ability to follow instructions.

### Learning Objectives:

Student employee will learn to provide excellent customer service.

Student employee will learn to manage time while working on multiple projects.

Student employee will learn how to use a variety of office equipment.

If you are interested in this position, please email the following items to Amy Chatt at amy.chatt@pine.edu or Farfum Ladroma at Farfum.ladroma@pine.edu with “Student Employment” in the subject line.

- Hours you are available to work
- Contact information and best way to reach you
- Previous work experience

\*Most positions are August—May, with the possibility to work over summer break.

\*\*Schedules and evaluations are overseen by each supervisor and may vary. Please see the Student Employment Handbook for more details.

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