

**TRiO/Student Support Services  
Student Peer Support Representative  
(Tutor/Peer Support/Office Worker)  
Job Description and Expectations  
January 2020**

**Job Description**

Students hired for this position are supervised by TRiO/SSS Advisors and will work towards engaging first year FRC TRiO/SSS students in a variety of ways. This person serves as a tutor for walk-ins and assigned students assisting the students in a specified subject matter; assists as a peer supporter of first-time/first year TRiO/SSS program participants; and assists as a front office representative completing light duties to ensure students are being directed to the appropriate resources as well as assist professional staff with projects, routine functions and other duties as needed.

**Essential Duties**

This individual is responsible for:

- Assisting students access tutoring services to ensure academic success in the areas tutored
- Informing and encouraging program participants become more involved in the college campus community
- Directing students to the appropriate campus resources when seeking information about various Feather River College (FRC) services
- Maintaining constant communication and support with students
- Assisting with the creation, organization, and implementation of TRiO/SSS programs, activities, events, and other endeavors

**Minimum Qualifications**

- Basic knowledge of FRC campus, classes, staff, and services
- Be a current TRiO/SSS Program participant
- Completed the courses in which one is tutoring the subject matter with a minimum grade of a B or better
- Have a 3.0 GPA or better
- Working knowledge of Microsoft Office (Word, PowerPoint, Publisher)
- Working knowledge of Social Media platforms

**Skills In**

- Journal/log keeping
- Interpersonal communication (face-to-face interactions, answering phones, etc.)
- Utilization of computer applications (Publisher, Canva, Canvas, PowerPoint)

**Desirable Qualifications**

- Be a TRiO program alum (UB, ETS) or current SSS program participant
- Experience assisting/leading others
- Strong communication skills
- Teamwork mentality
- Leadership and initiative
- Cultural and diversity competency
- Strong time management skills
- Ability to establish rapport and building community

**Physical Characteristics**

- Ability to walk around campus
- Speech and hearing to communicate effectively
- Manual dexterity to write, type, and text

**Work Schedule**

- Flexible with usual hours of availability between 8 am-5 pm, accommodating student's class schedule
- Occasional evening or Saturday event

**To Apply**

Submit completed Student Application and Class Schedule form to the Advising/Counseling Office.