

JOB TITLE: America Reads – Children’s Reading Tutor for Kindergarten to Third Grade Students-
Eligibility for Federal Work Study-FAFSA on File with the College

WORK AREA: Goddard Library – Compassion Corner

AREA HOURS: 5 - 10 hours per week

JOB RESPONSIBILITIES, DUTIES:

- Be available one day per week to lead a children’s reading hour for students in kindergarten through third grade
- Dedicate additional time to plan and prepare engaging reading activities and materials tailored to students’ needs.

PERFORMANCE EXPECTATIONS/CONDUCT:

- Must be eligible for Federal Work-Study funding.
- Passionate about working with children and supporting early literacy development.
- Strong communication and interpersonal skills.
- Responsible, reliable, and committed to maintaining a consistent reading schedule.

Additional information:

- Turn in Payroll forms to be granted access to eTime via e-Services under Student Employment
- All hours must be recorded on eTime the day they are worked: <https://www.rctc.edu/eservices/>

NUMBER OF STUDENT’S NEEDED:

(Assume 10-15 hours per student.)

Academic Year 1-2

Summer (June-August) 1-2

TYPICAL WORK HOURS:

☒ Daytime ☒ Evening ☐ Weekends

PERFORMANCE REVIEW:

Students are eligible for a wage increase after they have worked 200 hours and based on a performance evaluation. The area supervisor will assess the student employee’s performance, work attendance and attitude as it relates to the job tasks, RCTC values, service attributes, core outcomes, and interaction with students, staff, and visitors.

TO INTERVIEW FOR THIS POSITION, CONTACT:

Contact Person: Jennifer Hewerdine
Location: Goddard Library
Email Address: jennifer.hewerdine@rctc.edu
Proxy Access Granted To: Sandy Aaby