Federal Work-Study Job Description/ School Year: 2017–2018

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Academic Success Center (ASC) Monitor</th>
<th>Job No# Available: 12</th>
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| Supervisor:                | Christine McDermott, Director of Student Success and Retention  
                            | Danielle Archambault, Coordinator of Tutoring Programs          |
| Department:                | Student Success and Retention (SSR)  |
| Location:                  | Parker Library Room 110 & 107A (PL110 & PL107A)              |
| Contact Information:       | Christine.McDermott@wesley.edu/ Danielle.Archambault@wesley.edu |

**General requirements for all SSR positions:**
- Attend training in specific area.
- Arrange punctually and carry out all job responsibilities.
- Maintain a professional demeanor and appearance.
- Wear appropriate clothing following the dress code.
- Respect and maintain student confidentiality.
- Complete any documentation in a timely manner.
- Attend all required meetings.
- Follow SSR program policies and procedures, including those prohibiting use of all electronics and earbuds and having food and drink while working in the Academic Success Center (ASC).

**Job Description:**
- Welcome and assist incoming students, answering questions as needed.
- Train and assist students in the “TutorTrac” login procedure.
- Maintain a quiet study atmosphere.
- Track students sign-in & sign-out, using the second or additional computer monitor on your desk.
- Keep the ASC & Tutoring Ctr. clean & orderly, including straightening chairs twice during your shift.
- Maintain the Kiosk computers — they should be online and running to enable students to login to the ASC, Tutoring Center, and Academic Computer Lab.
- Keep publication kiosks stocked with brochures, etc.
- Other duties as assigned.

**Special Abilities/ Skills:**
- Good academic standing (GPA of 2.5 or above).
- Basic computer skills – word processing, emailing, data entry.
- People skills – friendly, outgoing, etc.
- Dependable, reliable work ethic.
Work Schedule:
- Office Hours:
  - Monday to Thursday - 8:00am-9:00pm
  - Friday - 8:00am-4:00pm
  - Sunday - 4:30pm-9:00pm
- Individual work schedules will be arranged around the student worker’s class schedule.

Additional Comments:
- Total positions available: 12
- Preferences given to students with previous experience in the department.
- Our program takes pride in having student workers who not only model the Wesley College Community, but serve as guides in the academic development process.
- All student workers should abide by the health and safety policies of the College.
- All student workers should abide by the academic regulations of the College and the judicial guidelines as outlined in the Student Code of Conduct.