Carleton College Work Study Position Description

**Job Title:** Middle School RISE Program Assistant  
**Classification:** Student Worker (non-exempt)  
**Name and Address of Employer:** RISE at Middle School: 704 17th St SW #5518, Faribault, MN 55021  
**Department/Office:** Center for Community and Civic Engagement  
**Address of where duties are performed:** 704 17th St SW #5518, Faribault, MN 55021  
**Supervisor:** Angie Ramirez  
**Alternate Supervisor:** Sarah Lee  
**Rate of Pay:** $11.50 for 2021-2022 academic year  
**Dates this position is active:** Academic Year 2021-2022: September 15, 2021- June 6, 2022

Need to be eligible for federal work-study or state work-study to work as a paid tutor. Contact Student Employment Services if you are unsure of your status.

**Position overview including purpose of the position within the organization:**

RISE is a student-centered program that strives to eliminate barriers to academic success and foster healthy learning. We are focused on serving students of color, low-income youth, and first-generation college students, but do not turn any students away. RISE provides tutoring, academic advising, and social-emotional resources for a successful high school experience and post graduation. The Middle School RISE Program Assistant would work with our RISE staff and students to provide academic support.

**Essential Job Functions/Responsibilities/Duties:**

- Learn how to navigate FPS student information system and learning management system, with training provided by TORCH staff
- Show Middle school students how to utilize the system:
- Help students understand how to log in, check their Riverland email, and complete all required assignments and quizzes
- Check student grades on a weekly basis, then update a google sheet that is shared with RISE staff
- Build positive relationships with participating Middle School students
- Follow up with participating students at least once per week, providing tutoring, academic support and other assistance as needed according to each individual’s progress
• Provide academic support in the core (math, reading, science) and support for electives as needed.
• Communicate regularly with RISE staff regarding any students who are not making progress in their classes

**Additional Job Responsibilities:** (include hours of operation, shift length preferences, etc)
- Student must be able to work during school hours; morning and afternoon shifts M-F are available
- Student must obtain Campus Driver status

**Describe Supervision Received and Exercised:**
(eg: on-site training provided, evaluations, etc)
- On-site orientation and training will be provided by RISE staff

**Preferred Education/Experience/Skills:**
- Experience tutoring or serving as a Teacher’s Assistant is helpful but not required
- Basic computer skills are required
- Familiarity with google docs/sheets is a plus
- Expected to be comfortable working with high school students of diverse backgrounds
- Self-starter who can complete tasks each week in a timely and reliable manner

**Physical demands or Working Environment Requirements:**
(eg. Extended time sitting or light lifting required)
- Office/classroom environment can be expected
- Comfortable using a computer for 1-2 hours at a time

NOTE: This job description is not intended to be all inclusive. Employee may perform other related duties to meet the ongoing needs of the organization.