

Washington University College Prep Program

Tutor/Office Assistant Job Description

Overview:

The College Prep Program (CPP) is a no-cost, three-year experience that serves to prepare St. Louis area high school students for success at a college or university that best matches their interests and needs. CPP provides students with year-round support, with the center focus being a Summer Academy experience that combines college preparation workshops, undergraduate coursework for credit, and activities centered around personal awareness and development. Graduates of the program leave ready to excel—academically and socially—in college.

Position Description:

The Washington University College Prep Program is seeking qualified WashU undergraduates and graduates to fulfill the role of Tutor/Office Assistant (TOA). TOAs are integral members of the Washington University College Prep Program team and provide tutoring for College Prep Program scholars and/or support for the administrative aspects of the College Prep Program. Interested candidates should have the ability to work proactively in a structured environment supporting logistical and programmatic efforts and be a subject matter expert on areas scholars will need assistance in such as mathematics, science, writing, history, or a foreign language. The TOA position is a rewarding experience with opportunities to develop in many areas such as leadership, communications, and programming.

The Tutor/Office Assistant will:

- Assist scholars one-on-one with tutoring support in one or more subjects virtually over Zoom
- Assist with Academic Year and premiere programming on an as-needed basis, and according to availability
- Assist with special projects and basic administrative functions of the College Prep Office on an as-needed basis, and according to availability

Requirements:

- Must be enrolled as a full-time Washington University undergraduate/graduate student
- Must successfully complete a background check and supplemental minors on campus training
- Engage in behavior consistent with the University's Community Principles and Policies and must abide by and uphold University regulations, as well as state and federal law
- Ability to maintain confidentiality and complete expectations as assigned by the College Prep Program Leadership Team
- Ability to work proactively in a structured environment serving as a mentor and role model to scholars
- Have a positive student conduct standing with the university

Apply:

Submit your online application by clicking the “Work With Us” tab on the College Prep Program link, <https://collegeprep.wustl.edu/>. You are required to upload a resume and list the contact information of two references.

Compensation: \$12.65/hour, part-time (non-exempt and non-benefits eligible)