



HIGHLINE COLLEGE TUTORING CENTER  
2400 S. 240TH ST, 25-6  
DES MOINES, WA 98198-9800  
(206) 592-3444

**TITLE III SIP WESTERN eTUTORING CONSORTIUM (WeTC)  
TUTOR POSITION DESCRIPTION  
PAY RATE IS \$16.50 PER HOUR (FROM 7/1/2023)**

The Academic Success Center at Highline College is looking for highly motivated students with comprehensive subject knowledge and effective interpersonal communication skills to be peer tutors. The mission of the Highline College Academic Success Center is to provide academic support to all students enrolled at Highline College while also working closely with our faculty, as well as other offices, that support student success. Our primary goal is to create an open atmosphere of learning for students. We assist students in numerous academic disciplines through a variety of tutoring techniques by addressing each student's needs in a constructive environment.

**Broad Scope and Function:**

The Title III Western eTutoring Consortium (WeTC) Tutors support the Highline College community through their work with the Western eTutoring Consortium on behalf of Highline College. This position works 100% online and has no on-campus tutoring responsibilities, with the exception for attending the required weekly on-campus tutor training sessions. Tutors should be proficient and knowledgeable in the subject area while also demonstrating patience, empathy, and equitable practices when engaging students.

**Position Responsibilities**

- Work a minimum of five (5) hours per week with the Western eTutoring Consortium (WeTC) on behalf of Highline College
- Attend weekly Highline College CRLA tutor training sessions.
- Attend quarterly Western eTutoring Consortium (WeTC) supplemental trainings and reviews with WeTC Quality Assurance Coordinators (QAC).
- Must have stable internet connection for online tutoring.

**Ability to:**

- Complete WeTC tutor training, FERPA and Title IX training.
- Handle multiple tasks in a responsible and reliable manner.
- Communicate effectively with multicultural populations and facilitate equitable learning.
- Maintain consistently high standards of ethical conduct working with students, staff, and faculty.
- Demonstrate excellent leadership, organizational skills, and professional conduct.
- Work as a team member with other students, staff, and faculty members of Highline College.
- Utilize computer and related software to assist students in an online environment.
- Work independently in online environment



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**Minimum Qualifications:**

- **Students:**
  - Minimum 3.5 in subject/discipline being tutored.
  - Minimum 2.5 Cumulative GPA for student employment
  - Documentation of your academic performance for each course/subject area you plan to tutor in, such as a transcript and/or a letter of recommendation from a Highline instructor in the subject.
- **Non-students:**
  - In addition to Highline College departmental approval, need a combination of relevant experience, education and demonstrated subject matter expertise.