

## **Federal Work Study Opportunity**

### **Student Instructional Assistant (FH STEM Center)**

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#### **This is a Federal Work-Study Student Position.**

**Only those with a 2021-2022 Federal Work-Study Award Option from the Financial Aid Office are eligible to apply.**

**Note:** Most Federal Work-Study jobs will be done remotely until we are fully back on campus. Be aware that remote jobs will likely end by December 31, 2021. While there may be some jobs specifically created for our current remote environment, the vast majority of our remote jobs will continue as on-campus jobs when campus re-opens.

- Most of our employers assume that their student employee will be available to physically work on campus once Foothill Campus re-opens.
- If you will not be available to physically work on campus once Foothill Campus re-opens, be sure to indicate that in your job application email.

**Any student doing remote work must be physically located in California while working.**

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## **POSITION DESCRIPTION**

### **General Job Description:**

General Duties supporting an instructional program, tutoring, assisting students or instructors with delivery of instruction; applies to all disciplines.

**This job will be fully remote Fall Quarter and become either hybrid or fully on campus beginning Winter Quarter.**

### **Specific job description details (while remote):**

- STEM Center Instructional Assistants working remotely are responsible for providing support services to Foothill College students as follows:
  - In-class tutoring: Attend class via ZOOM, and assist the Instructor within the role of embedded peer tutor, using appropriate online tutoring tools.
  - Supplemental Study Sessions: Schedule ZOOM sessions and lead supplemental study sessions, using tutoring tools appropriate for each study session.
- STEM Center Instructional Assistants will engage in the following activities:
  - Provide in-class tutoring, and facilitate weekly study sessions, via ZOOM, for Foothill College students seeking assistance with classes from the following Divisions:
    - Science-Technology-Engineering-Math, (STEM)
    - Business and Social Sciences, (BSS)
    - Fine Arts and Graphic Design
  - Continuously update Foothill College students registered in the class(es) you support about STEM Center services, policies, and your schedule.

- During study-sessions, generate context-specific questions, assess student learning styles, prioritize needs and tasks, explain and model concepts or skills to students, and modify pedagogical approaches based on students' unique learning styles;
- Submit metrics for every study session you lead, as per process defined by the STEM Center program.

### **Specific job description details (when on campus):**

- STEM Center Instructional Assistants working onsite are responsible for providing support services to Foothill College students as follows:
  - In-class Tutoring: Physically being present in the class and assisting the Instructor within the role of embedded peer tutor, using appropriate tutoring tools.
  - Supplemental Study Sessions: Scheduling and physically being present in the STEM Center (or another pre-approved location) to lead study study sessions, using tutoring tools appropriate for each study session.
- STEM Center Instructional Assistants will engage in the following activities:
  - Provide in-class tutoring, and facilitate weekly study sessions, via ZOOM, for Foothill College students seeking assistance with classes from the following Divisions:
    - Science-Technology-Engineering-Math, (STEM)
    - Business and Social Sciences, (BSS)
    - Fine Arts and Graphic Design
  - Continuously update Foothill College students registered in the class(es) you support about STEM Center services, policies, and your schedule.
  - During study-sessions, generate context-specific questions, assess student learning styles, prioritize needs and tasks, explain and model concepts or skills to students, and modify pedagogical approaches based on students' unique learning styles;
  - Submit metrics for every study session led by the Instructional Assistant, as per process defined by the STEM Center program.

### **Minimum qualifications:**

- Be a Foothill College student, enrolled in at least 6 units;
- Be available to enroll in PSE-61A: Tutor Training;
- Be available to work at least 4 hours per week;
- Have passed the class you are tutoring with a grade of B or higher;
- Have a minimum overall Foothill College GPA of 3.0;
- Be able to contribute to the development and presentation of workshops, information sessions, and other supplemental academic support services;
- Be patient and have a strong desire to help students achieve their goals;
- Be motivated to learn new skills;
- Possess the ability to work with peers in one-on-one tutoring sessions, as well as the ability to speak in front of groups and present workshops;
- Demonstrate a strong understanding of the class you are tutoring;
- Possess time management and stress management skills, including the ability to balance the demands of employment with academic pursuits;
- Understand the importance of confidentiality regarding the students who seek academic support at the STEM Center;
- Have an understanding of, sensitivity to, and respect for diverse academic, socio-economic, ethnic, religious, linguistic, and cultural backgrounds, disability, and sexual orientation of students and staff;
- For remote tutoring sessions (Fall 2021):
  - Have access to a computer and reliable internet connection for remote tutoring sessions via Zoom.
  - Be physically located in California when working

**Preferred qualifications:**

- Experience working with peers in collaborative learning environments;
- Experience working with individuals from diverse ethnic, racial, socio-economic, academic, linguistic, and cultural backgrounds, especially first generation college students;
- Experience working in an office environment.

**Specify for each quarter whether the job will be fully remote, on campus, or a hybrid:**

Fall 2021: fully remote  
Winter 2022: hybrid  
Spring 2022: hybrid

This position is for Fall, Winter, and Spring Quarters. Applications will be accepted for Fall Quarter beginning July 23, 2021.

Salary for this position is \$19.42/hour.

## HOW TO APPLY

**Requirements:**

To apply for this job, Foothill College must be your primary school *and* you must have already been awarded your Foothill federal financial aid for the applicable academic year.

Please **DO NOT APPLY** unless you also meet all of the following basic eligibility requirements:

1. You must be **enrolled in at least 6.0 units** at Foothill for the quarter in which you hope to begin work.
2. If you have a GPA at Foothill-De Anza Community College District:
  - Your **cumulative GPA** at FHDA must be at least 2.0.
  - Your **Quarterly GPA** for your most recent quarter of attendance must be at least 2.0 (including at least a 2.0 GPA in your most recent quarter in which you earned at least 6.0 units).
3. You must be in eligible federal financial aid standing.
4. You must have fewer than 180 attempted units at Foothill and De Anza Colleges combined.
5. You must have a Foothill **“Federal Work-Study Option”** entry in your MyPortal **Foothill College Financial Aid Award Letter** for the current academic year.
  - If you do not have this entry and believe you should, email Christine Johnson—see below. You will need to show this entry at the time of your interview.
6. Note: You must be physically in California while performing any work.

If you are interested in *and* meet the requirements for this position, follow the STEM Center Student Employment Application Process.

To access the STEM Center Student Employment Application Process, **students must be registered at Foothill College**, then follow directions at the following link at:

<https://foothillcollege.instructure.com/courses/3008/pages/7-stem-student-employment>



**If you are hired**, your hiring supervisor will instruct you on the next steps to becoming a Federal Work Study employee.

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(If you have any questions about the process, email Christine Johnson in the Financial Aid Office ([johnsonchristine@fhda.edu](mailto:johnsonchristine@fhda.edu)). Please include your student ID number.