



Student Tutor JOB DESCRIPTION

Position Title: Student Tutor

Type & Classification: Part-Time, Non-exempt

JOB DESCRIPTION

City of Refuge (COR) is looking for several Student Tutors to assist refugee and immigrant students this school year. Specifically, this person would help students overcome obstacles such as the language barrier, access to tutoring resources, promoting emotional support, and working with the rest of the COR team to help families acclimate to life in the United States.

RESPONSIBILITIES

- Assist refugee families with school enrollment and common educational expectations
- Connect families with higher education professionals to support students with post-secondary education opportunities
- Provide vital support to ensure multiple pathways remain open for refugee students, thereby supporting their families' economic well-being
- Work alongside School Liaison to navigate online/hybrid/and in-person learning for students
- Work alongside Program Coordinator to organize in-person tutoring/pod learning
- Maintain budget and track expenditures/transactions
- Evaluate all aspects of School Navigation Program to ensure effectiveness and recommend/implement changes as appropriate
- Other duties as assigned

JOB REQUIREMENTS

- Equivalent experience
- Desire and ability to work with clients and staff of diverse nationalities, religions, languages, and cultures
- Excellent interpersonal skills and ability to communicate clearly and effectively with clients and staff
- Strong attention to detail and ability to provide clear documentation of services

- Patience and strong commitment
- Ability to seek creative and innovative solutions.
- Ability to manage multiple projects with set deadlines/guidelines

Supervision: The person in this position will report to the Executive Director.

Work Environment: The person in this position will work and have access to a standard office.

Equipment: The person in this position will use the following equipment: personal computer, phone.

Additional Job Information: This job is part-time and offers paid vacation. The position is based in Columbia, Mo. Duties will be conducted primarily during normal business hours with occasional evenings or weekends possible, depending on needs.

Salary commensurate with experience

To apply, send resume, cover letter, and references to Garrett Pearson at apply@cityofrefugecolumbia.org