

MVNU Student Employment Job Description

JOB TITLE: HOLA Student Coordinator and Tutor for Community Family Literacy

DEPARTMENT: Intercultural Life

REPORTS TO: Assistant Vice President for Intercultural Engagement and Learning

REQUIREMENTS:

- **Recommended Education/Training:** Completed one year of college education.
- **Experience/Background/Knowledge:** Experience with HOLA and interacting/communicating with students, tutors, parents, and faculty. Experience with Microsoft Outlook.
- **Skills:** A desire to help students, faculty, and staff with problems. Dependability in following schedules and procedures. Ability to work with people in stressful situations. Customer-service-oriented approach to problem solving. Effective verbal and written communication skills.
- **Attire on the Job:** University Dress Standard as listed in the Student Handbook
- **Expectations:** Provide a professional, organized, and efficient office environment. Exhibit a Christ-like attitude in all assigned duties.
- **Special Requirements:** Communication with parents and other tutors. Organizing events and pairing tutors with students.

DUTIES (include but not limited to):

- Organize and schedule HOLA sessions.
- Engage in family literacy activities through HOLA
- Tutor students and the family members of students in Reading and other academic subjects
- Reach out to parents about scheduling and have an open line of communication with parents, tutors, and faculty.
- Work with faculty who require HOLA as a field requirement.
- Sign attendance sheets and give chapel credit and keep those reports updated.
- Creating a safe environment where all students, tutors, and parents feel welcomed.
- Record what tutors are paired with students and what assignment or activity they will be doing.
- Provide updates and meet with the Assistant Vice President for Intercultural Engagement and other faculty about progress.
- Organizing and hosting events.
- Handling any concerns or issues that may come up at the HOLA sessions.
- Make and update a Calendly.
- Promoting the HOLA program and recruiting tutors
- Other duties as assigned.

NORMAL WORKING HOURS and DAYS: The HOLA sessions are Tuesdays and Thursdays from 6 to 7. HOLA student coordinator must arrive at 5:15, and the work session ends at 7:30 pm. Other times may vary based on need but between other meetings, scheduling, organizing, and the actual HOLA. Typically work hours are 10 hours a week.