

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2018**

MASTER STUDENT

FLSA STATUS: NON-EXEMPT

JOB FAMILY: STUDENT SERVICES

JOB FUNCTION: STUDENT SERVICES

GENERAL STATEMENT OF JOB

The Master Student will assist student peers in learning labs to increase academic performance and retention in their college preparatory classes and foster independence and higher-level thinking skills that will be applicable throughout their educational careers.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Under the guidance of the Director of Program Development, work with assigned students in the classroom, lab, study sessions or groups to teach them how to learn course content.

Attend all Master Student necessary meetings and training sessions.

Provide extra study sessions, as necessary.

Regularly meet with the staff for debriefing sessions and actively collaborate with faculty on the following:

- Discuss observations of the Master Student study sessions
- Discuss the creation and use of study session handouts
- Discuss the planning of study sessions and use of a wide variety of learning strategies
- Discuss the supplemental instructional model and the differences between this model and tutoring
- Notify the staff about concerns or potential problems

Meet with other campus or college Master Students and supervisory staff at scheduled meetings.

Collect attendance data for study sessions.

Maintain a professional attitude and confidentiality about matters such as class standards, grades and student complaints.

Perform related duties, as assigned.

SUPERVISION RECEIVED

Appropriate faculty member.

SUPERVISION EXERCISED

None

MINIMUM QUALIFICATIONS

Requires a minimum GPA of 3.0 in discipline-specific courses and must have a minimum of a 2.0 cumulative college GPA. Must be currently enrolled in a minimum of six (6) credit hours at FSCJ during the term of employment. Must have content-competency as determined by staff and/or selected course professor.

PREFERRED QUALIFICATIONS:

Have a passing score on Lab assessment of subject competency. Must be willing to make a commitment to be a Master Student for the entire semester. Must have demonstrated computer skills.

Effective: 12/2018