



Job Title: S.E.E.D Team Member (Student Engagement & Educational Development)

Position Overview:

Otero College is seeking a motivated and enthusiastic Work Study Student to join our Student Engagement & Educational Development (S.E.E.D) Team. As a S.E.E.D Team Member, you will play a vital role in fostering a supportive and engaging academic environment for our student community. This position offers an excellent opportunity for personal and professional growth, as you will collaborate with faculty, staff, and fellow students to plan and execute events, provide peer tutoring, and contribute to the overall enhancement of educational experiences.

Key Responsibilities:

1. *Event Planning and Coordination:*
 - Collaborate with the S.E.E.D Team to brainstorm, plan, and organize a variety of engaging and educational events for Otero College students.
 - Assist in logistical arrangements, including scheduling, venue selection, materials preparation, and event promotion.
 - Participate actively in event execution, ensuring smooth operations and positive student experiences.
2. *Peer Tutoring and Academic Support:*
 - Leverage your academic achievements and expertise by providing peer tutoring to fellow students in courses you have successfully completed.
 - Conduct tutoring sessions, review materials, explain concepts, and offer guidance to support student comprehension and success.
 - Maintain accurate records of tutoring sessions and track student progress.
3. *Collaboration and Communication:*
 - Work closely with faculty and staff to identify areas of academic need and opportunities for student engagement.
 - Communicate effectively with students, faculty, and staff to ensure seamless coordination of events and academic support services.
4. *Student Outreach and Engagement:*
 - Actively engage with students to understand their needs, preferences, and feedback related to academic and extracurricular activities.
 - Promote S.E.E.D Team initiatives and events through various channels, fostering a sense of community and involvement among students.
5. *Administrative Support:*



- Assist with administrative tasks, such as data entry, record-keeping, and event attendance tracking.
- Provide input and insights to help improve S.E.E.D Team programs and initiatives.

Qualifications:

- Must be currently enrolled as a student at Otero College.
- Completed at least one semester of college coursework.
- Maintained a minimum GPA of 3.0.
- Strong interpersonal and communication skills.
- Genuine passion for helping others succeed academically and engaging in student-centered activities.
- Organized and detail-oriented, with the ability to manage multiple tasks and priorities.
- Ability to work effectively both independently and collaboratively within a team.

Work Schedule:

- Flexible work schedule, approximately 10-15 hours per week, based on academic commitments and S.E.E.D Team needs.
- Some evening and weekend availability may be required to accommodate event schedules.

Compensation:

Hourly wage in accordance with Otero College's student employment program.

Application Process:

Interested candidates should submit a resume and a cover letter to Hailey Wold (hailey.wold@otero.edu). In your cover letter, please highlight your interest in the S.E.E.D Team Member position, relevant skills, and your commitment to student engagement and educational development.

Application Deadline:

8/31/2023



Join the S.E.E.D Team at Otero College and make a meaningful impact on the academic journey of your fellow students while gaining valuable experience for your own personal and professional growth!

Notice of Non-Discrimination: Otero College prohibits all forms of discrimination and harassment including those that violate federal and state law or the State Board for Community Colleges and Occupational Education Board Policies 3-120 and 4-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. Otero College will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and participation in vocational education programs.