

PEER TUTOR POSITION DESCRIPTION

Peer Tutor Qualifications:

- Nomination by faculty to apply for Peer Tutoring Program
- Overall GPA of 3.00
- Peer Tutors can tutor courses in which they've receive a grade of A- or better
- Must have at least sophomore standing (24 credits or more)
- Demonstrated mastery of pertinent subject areas
- Demonstrated overall academic ability
- Strong interpersonal skills
- Strong communication skills
- Strong time management skills
- Strong organizational skills
- Ability to maintain confidentiality
- Ability to work well with faculty and peers
- Ability to serve as a role model for students seeking assistance
- Ability to reinforce study skills pertinent to subject matter

Responsibilities:

- Attend new tutor training orientation and attend additional training sessions to develop better tutoring skills
- Maintain reports of all tutoring activities, tutor training, and tutoring sessions
- Be available to discuss students' work with Academic Success and Advising Center staff upon request
- Be available between 1-3 hours per week for tutoring throughout the semester
- Turn in paperwork monthly on designated due dates
- Meet with Academic Support Specialist to discuss problems or concerns, if necessary