

# Peer Tutor Position Description

## Overview

Peer Tutors support student learning outside of the classroom. During individual sessions, peer tutors help students understand the learning process generally, as well as support increased understanding of specific course-related content. Tutors help students set learning goals and provide learning strategies suggestions for students to improve their academic skills.

## Qualifications

- Peer Tutors must have competency in the chosen subject matter by earning at least a “B” in the course and obtaining a professor recommendation.
- Peer Tutors must demonstrate competency in core academic skills, including: time management, study strategies, active listening, effective communication, and a deep interest in supporting students.
- Peer Tutors must have a minimum cumulative GPA of 3.25 and must maintain this requirement throughout their tenure as a tutor.

## Training

All tutors are **REQUIRED** to complete an intensive core training at the time of hire. Returning tutors are required to complete refresher trainings, at minimum, at the beginning of each semester. Additional development opportunities for tutors are available.

## Time Commitment

The tutoring position requires a commitment of 7 to 10 hours of available tutoring sessions per week. Tutors must maintain their appointment availabilities in TutorTrac.

## Scheduling

Each week, tutors must enter their appointment availabilities in TutorTrac that accommodate both personal schedules and those of the courses they are tutoring. To create more consistency in scheduling, tutors are highly encouraged to enter their appointment availabilities for five (5) weeks in advance and to encourage weekly appointments with their students.

Availabilities can be listed 7 days a week, 8 A.M. – 10 P.M., in a variety of campus locations, including virtual options. Tutors are NOT permitted to reschedule session with students. Tutor cancelations must come from staff in Academic Resources.

## Compensation

Tutors earn \$10.00 per hour and are paid for tutoring sessions, meetings, and administrative duties.

## Benefits

Tutors collaborate with students, faculty, and professional staff and enter meaningful roles with everyone involved in the campus learning community. Tutors find improved potential for graduate school acceptances, teaching assistantships, and obtain a good review of basic material in their discipline which can be useful in preparing for standardized tests, such as the GRE, MCAT, etc.

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