

**Title:** Peer Tutor  
**Classifications:** Staff; non-Exempt; part time; 0.25 FTE  
**Supervisor:** Dr. Christine Deere, Assistant Dean of Student Affairs and Admissions  
**Compensation:** \$22/hour

### **Position Responsibilities**

- Lead study group and individual sessions
- Facilitate and help students in the course develop strong study habits and exam taking skills
- Provide guided feedback on professor provided materials
- Be available outside the course for office hours/meeting with the students
- Arrive on time for all scheduled tutoring sessions and manage time accordingly.
- Foster a positive and inclusive learning environment.
- Be well-prepared for each session and familiar with the material.
- Actively engage with students and encourage participation.
- Maintain confidentiality regarding student progress and information.
- Record attendance of each tutoring session by collecting signatures of attendees.

### **Qualifications**

- Must be in good academic standing.
- Must obtain and maintain High Passes in all blocks moving forward
- Strong communication and interpersonal skills.
- Ability to maintain confidentiality and professionalism.

### **Work Schedule**

- Up to 10 hours per week.