

PEER TUTOR POSITION DESCRIPTION



Peer Tutor Qualifications:

- Overall GPA of 3.00
- Peer Tutors can tutor courses in which they've receive a grade of A- or higher
- Must have at least sophomore standing (24 credits or more)
- Demonstrated mastery of pertinent subject areas
- Demonstrated overall academic ability
- Strong interpersonal, communication, time management, and 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
- Maintain accurate weekly timesheet and submit timesheet on designated due dates
- Be available to discuss students' work with Academic Success and Advising Center staff upon request
- If necessary, meet with Academic Support Specialist to discuss any problems or concerns