

ALVERNIA COLLEGE
PEER TUTOR JOB DESCRIPTION
2005-06 Academic Year

Peer tutors are members of the Learning Center staff selected on the basis of academic skill, leadership, character, and the ability to communicate well with others. Reporting to the Director of Learning Advancement, Peer Tutors work on a one-on-one basis or in a small group sessions to answer questions on course content and to aid in comprehension of course material. Tutors are expected to have extensive knowledge of the subject they are hired to tutor and the ability to communicate that knowledge to their peers. In addition, they are expected to be mature individuals who exert a positive influence on the members of their community. They are also expected to be concerned, responsible individuals who are enthusiastic and have a positive outlook towards Alvernia College. All individuals in the Peer Tutor position must meet the following minimum qualifications:

1. Good standing with the college
2. A minimum 3.0 G.P.A., with a minimum of an A- letter grade in the course to be tutored

Job Compensation: Most Peer Tutor positions are funded through Federal Work Study. However, there are a limited number of non-work study positions available on an as-needed basis in addition to service learning and volunteer opportunities.

Peer Tutors develop and enhance many marketable skills frequently sought by employers. Those skills include written and oral communication, leadership, organizational and time management. Tutors also develop self-confidence, establish social networks, and realize that they can and have made a difference in the lives of many Alvernia students.

MAJOR RESPONSIBILITIES

Peer Tutors are expected to assume the duties and responsibilities identified below. While this job description is general enough to apply to all Peer Tutors, individual Tutors will be expected to perform additional functions that might be needed in their respective subject fields.

1. Serve as a role model for other students and staff. Follow policies; establish and maintain credibility within the community; and behave in accordance with the College's values and expectations.
2. Complete required tutor training, as scheduled throughout the semester; Participate in all WebCT discussions and assignments posted by the Director
3. Help students make academic progress, while promoting independent learning and self-reliance.
4. Engage students in individual or small group tutoring sessions in discussion of the course content
5. Answer questions and/or explain general concepts in an effort to aid students in their overall comprehension of the course material--- without giving away the "answers."
6. Offers students advice and comments on papers-in-progress (writing consultants)
7. Be honest. If you are unsure of the material or are stuck look up the answer or seek assistance. Don't be afraid to say that you don't know the answer.
8. Be a resource. Refer students to the Learning Center workshops and any other campus resources you feel may help them address their academic needs.
9. Be punctual for all scheduled tutoring sessions. It is your responsibility to notify the Director and/or the Graduate Assistants as soon as possible if you cannot meet with your students.
10. Work with students only in your areas of expertise; refrain from tutoring subjects other than those which you have been hired to tutor without the Director and/or the Graduate Assistants' consent
11. Keep the Director of the Learning Center and/or the Graduate Assistants informed of all important situations and developments within the Learning Center.
12. Respect the confidentiality and academic needs of all students who use the services of the Learning Center.
13. Provide time and encouragement for students to complete and submit the conference summary form at the end of each tutoring session
14. Carries out specified procedures for closing and security the Learning Center if working evening hours.
15. Assist in office duties as requested for the Center for Academic Development

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