

## ACADEMIC SUPPORT CENTER PEER TUTOR JOB DESCRIPTION

### Requirements:

- Must have a 2.6 cumulative G.P.A. with a 3.0 in the subject you will be tutoring.
- Must attend in-service training (a one-hour session) and meet with tutor coordinator after first tutor session, as well as once every two weeks to discuss progress of continuing tutees.
- Professionalism and courtesy: always contact if emergency arises so tutee can reschedule with you or some other tutor.
- Promptness and good attendance are necessary.

### Duties:

- Attend all tutor sessions on time.
- Meet with tutor coordinator to request any materials you may need for a tutor session (textbook, syllabus, etc.)
- Complete contact sheet following each tutor session, recording date, time, your name, and any comments that will help you for next session.
- Keep record of tutor appointments on tutor schedule sheet
- Provide advance notice when specific tutor hours are not available so that students may find another tutor for that week.
- Coordinate the hours tutored so that correct number on tutor schedule sheet corresponds with tutee's contact sheet and your timesheet.

NOTE: Peer tutors for the Academic Support Center set their own work hours; provide a support network for their peers; tutor in both the Academic Support Center as well as location upon which both tutor and tutee agree; and show an interest in the success of the tutees, which helps to promote the success of the tutor program. Their knowledge of the subject matter and their personable interaction enable them to help with retention of students who otherwise may not have stayed in the course.

