



Student Employment Summer and Fall 2011

PEER TUTOR JOB DESCRIPTION OFFICE OF STUDENT SUCCESS

Position Requirements of Tutors:

- Minimum 2.4 overall GPA
- 3.0 GPA in course(s) the student wishes to tutor
- Enrolled in minimum of six credit hours (spring/fall semesters) and four credit hours (summer)
- Attending a mandatory in-service training workshop as well as meeting with the tutor coordinator throughout the semester to maintain communication between coordinator and tutor about peer tutoring.
 - ❖ Tutors are compensated for attendance of the tutor workshop.
- Good communication skills.

Duties and Responsibilities of Tutors:

- Facilitate learning through the use of effective communication skills
- Guide student participation while providing appropriate feedback and encouragement
- Maintain confidentiality of tutees
- Participate in on-going tutor training opportunities and attend scheduled tutor meetings
- Participate in special events sponsored by the Tutor Program (Meet the Tutor at start of each semester, National Tutoring Week activities, Academic Challenge at end of each semester)
- Maintain accurate records of tutor sessions on applicable forms tutor schedule sheet and contact sheets
- Use computer timesheet, Replicon, each time you tutor and submit hours on date designated at end of pay period.
- Follow the National Tutoring Association Code of Ethics and Blue Ridge Community and Technical College policies and guidelines

NOTE

Peer tutors of Student Academic Support Services set their own work hours; provide a support network for their peers; hold tutor sessions at only the Dunn Building and Technology Center when campus is open; 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.

