

# Alvernia Opportunities for Leadership Position Description 2017-2018

**Position:** Peer Tutor (for various courses)

## **Description:**

Peer tutors are members of the Writing & Learning Center staff selected on the basis of academic skill, leadership, character, and the ability to communicate well with others. Reporting to the Academic Learning Specialist, 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 University.

## **Benefits:**

- A minimum 3.5 G.P.A., with a minimum of an A- letter grade in the course to be tutored
- Peer Tutor positions are funded through Federal Work Study at 8.25/hr. You must have a completed FAFSA on file in Student Financial Planning in order to be eligible for the position.
- 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.

## **Requirements:**

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.

- 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 University's values and expectations.
- Complete required tutor training, as scheduled throughout the semester.
- Help students make academic progress, while promoting independent learning and self-reliance.
- Engage students in individual or small group tutoring sessions in discussion of the course content.
- 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."
- 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.
- Be a resource. Refer students to the Learning Center workshops and any other campus resources you feel may help them address their academic needs.
- Be punctual for all scheduled tutoring sessions. It is your responsibility to notify the Academic Learning Specialist and/or the Graduate Assistants as soon as possible if you cannot meet with your students.
- 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 Academic Learning Specialist and/or the Graduate Assistants' consent.
- Respect the confidentiality and academic needs of all students who use the services of the Learning Center.