

Peer Tutor Job Description

Title: Peer Tutor
Department: Academic Skills Center
Contact Person: Eric Gobel-Lynch, Assistant Director
Telephone: 903.813.2454
Email: egobel@austincollege.edu
Location: WCC 211

Position to be filled by: Sophomore, Junior, Senior
Position hours: 8 hours weekly; day/night/weekends (flexible)
Skills required: Competence in Area of Academic Expertise; Strong Written & Oral Expression; Strong Interpersonal Skills; Filing; Telephone/Computer Skills

Specific skills, technical experience and/or specific classroom experience necessary for the position of peer tutor:

- 2 recommendations from faculty members at Austin College;
- Good academic and disciplinary standing;
- Sophomore, junior, or senior classification;
- Minimum GPA 3.3 cumulative and in major;
- Excellent presentation and communication skills;
- Demonstrate the ability to follow through on responsibilities;
- Growth mindset and willingness to learn;
- Show a willingness to contribute to the AC experience; and
- Willingness to develop a rapport with faculty in the academic specialization/s in which they tutor.

Brief description of duties:

Peer Tutors are students who work collaboratively with AC students to provide individual and group tutoring sessions and outreach to those wishing to enhance their study skills. Essential duties of Peer Tutors involve:

- Providing academic tutoring in specific courses or skills;
- Teaching study skills strategies on an individual basis;
- Facilitating skills development workshops & presentations;
- Giving presentations & workshops for FYI events & FYS classes;
- Leading review sessions for courses as needed;
- Introducing students to academic support services;
- Guiding students through short- and long-term planning;
- Publicizing ASC programs to residence halls and other offices on campus.

Peer Tutors also maintain student files, monitor the academic progress of students, provide clerical and other assistance as needed, and check/respond to office emails and voicemails daily. Peer Tutors are expected to participate in weekly staff meetings and training activities (which may involve evenings and weekends). Peer Tutors will be required to keep all matters confidential and will undergo intensive and continuous training.



AUSTIN
COLLEGE

Academic Skills Center

211 Wright Campus Center
903-813-2454

PEER TUTOR APPLICATION

Please return to Suite # 61544 or to the Academic Skills Center. Applications can also be scanned and emailed to asc@austincollege.edu

- I. Name _____ Mobile Phone# _____
Pronouns _____ Email _____
Current Classification _____ Cumulative GPA _____ Major GPA _____
Concentration(s) _____
- II. Please attach an unofficial AC transcript. You can download one from your WebHopper account. Write your current courses on the transcript, as well as those you hope to register for in the fall.
- III. Attach a resume. The Career Center can help you put one together if needed.
- IV. Answer the following questions in well-developed paragraphs on a separate sheet of paper.
 - A. What do you think is an important characteristic of a peer tutor?
 - B. What is one important study skill that you use, and how is it effective?
 - C. Why do students have trouble in your major(s)? How would you help them solve their problems?
- V. List as references two faculty members who can assess your academic abilities. Give each one a recommendation form to complete and return separately to the ASC.
 - A. _____
 - B. _____

**COMPLETED APPLICATIONS ARE DUE BY
MARCH 11**

**Faculty Recommendation Form
Peer Tutor Program
Academic Skills Center
WCC 211 #61544
903-813-2454**

_____ is applying for a Peer Tutor position in the ASC. Please evaluate this applicant in light of the following:

Job Qualifications: Peer tutors must have a good command of academic and study skills as well as strong abilities in one or more content areas. They need to be personable and able to communicate well.

We appreciate your help in our selection process. Completed forms can be sent to the ASC (Suite # 61544), or you may email your comments to egobel@austincollege.edu.

Signature _____ Date _____

**PLEASE RETURN BY MARCH 11th TO
Eric Gobel-Lynch, SUITE 61544**