

## Peer Tutor Job Description

<b>Title:</b>	Peer Tutor
<b>Department:</b>	Academic Skills Center
<b>Contact Person:</b>	Eric Gobel-Lynch, Assistant Director
<b>Telephone:</b>	903.813.2454
<b>Email:</b>	egobel@austincollege.edu
<b>Location:</b>	WCC 211
<b>Position to be filled by:</b>	Sophomore, Junior, Senior
<b>Position hours:</b>	8 hours weekly; day/night/weekends (flexible)
<b>Skills required:</b>	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.