

## Peer Tutor Job Description

<b>Title:</b>	Peer Tutor
<b>Department:</b>	Center for Student Success and Access Services (CSSAS)
<b>Contact Person:</b>	Kayla Brooks, Assistant Director of Student Success
<b>Telephone:</b>	903.813.2454
<b>Email:</b>	kebrooks@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; Excellent Written & Verbal Communication; Empathy and Emotional Intelligence; Filing; Telephone/Computer skills

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

- Two (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 and maintain positive partnerships with faculty in the academic specialization(s) they tutor in.

### 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 CSSAS programs to residence halls and other offices on campus;
- Maintaining student files and monitoring the academic progress of students;
- Providing clerical and other assistance as needed
- Participating in mandatory weekly staff meetings and training activities (which may involve evenings and weekends). Peer Tutors are required to keep all matters confidential and will undergo intensive and continuous training.