

Southeastern Community College Peer Tutor Job Description

Position Title: Peer Tutor (Success Center)

Reports To: Tutor Coordinator

I. General Description:

Reporting directly to the Tutor Coordinator, the Peer Tutor shall be responsible for providing academic assistance to students in select coursework.

II. Peer Tutor Duties:

1. Must be able to convey/discuss knowledge of both the subject material and course requirements.
2. Must participate in all training activities to prepare for tutoring students.
3. Will assist students so they can learn to do the academic work for themselves. Tutors are NOT to do the students' work for them.
4. Develop supportive peer-relationships with all students, including students from diverse backgrounds and skill levels.
5. Accurately maintain records and students' progress data as required.
6. Be on time for all scheduled tutoring appointments. Contact the Tutor Coordinator if you will be late or absent.
7. Establish and maintain a good working relationship with staff and faculty.
8. Inform the Tutor Coordinator of concerns or potential problems with students.
9. Perform other duties as assigned.

III. Consulting Tasks:

1. Consult with faculty concerning tutees' lack of progress, when appropriate, and request suggestions for methods of providing assistance to the tutee.
2. Consult with Success Center staff regarding unique student situations.

IV. Required Knowledge, Skills and Personal Qualifications:

1. Ability to work with students from diverse backgrounds as well as under-prepared and special needs students.
2. Ability to provide content area assistance.
3. Ability to provide some assistance with test-taking strategies, note taking skills, and time management.
4. Ability to work with other tutors, faculty and staff.
5. Ability to work with two or more students at a tutoring session.
6. Must be currently enrolled in Southeastern Community College during the semester they are employed as Peer Tutors.

V. Required Educational Background:

1. Must have successfully completed the course to be tutored with a final grade of "A" or "B." If currently enrolled in the course, must have faculty recommendation and maintain an "A" or "B" average.
2. Must secure written recommendation by the course instructor.