LEARNING COMMONS PEER TUTOR

POSITION: 68416
SUPERVISOR: LENA MOSER
RATE OF PAY: MINIMUM WAGE (CURRENTLY $12.50)
EMPLOYMENT PERIOD: ACADEMIC YEAR
LIMIT: ---
LOCATION: LEARNING COMMONS

PURPOSE
• Tutor peers in writing and/or specific course content across disciplines

QUALIFICATIONS
• Completion of two semesters of college
• B+ or above in the courses you will be tutoring, and a 3.0 (or higher) cumulative GPA
• Enthusiasm for the relevant academic subject(s) and an interest in helping peers learn
• Recommendation from a faculty member who knows you and your abilities well
• Completion of an application, inclusion of a writing sample of a research paper (if you are applying to be a writing tutor), and an interview with the Director of Tutoring Services
• Well-developed active listening skills
• Experience with some or all of the following (dependent on discipline):
  o Academic writing assignments: starting, working on, and/or completing written work; ability to model the active use of handbooks and dictionaries in support of the writing process
  o Specific course content: improving understanding
  o Solving math-based problems
  o Academic reading skills: using textbook(s) productively; making sense of the reading
  o Taking notes effectively in class; how to effectively use class notes to study the material
  o Preparing for quizzes and/or exams
  o Doing research; research methods
  o Locating and citing sources properly
  o Organizing study time: how to make the best use of study time
  o Gaining better learning and study skills in general
• Patience with learners of diverse abilities

DUTIES & RESPONSIBILITIES
• Complete required tutor training prior to the start of the position. Training topics include:
  o Tutor role do’s and don’ts
  o How to be an effective facilitator of student learning
Conducting a successful tutoring session
Dealing with difficult situations
Listening and communication skills

- Assist Utica College undergraduate students with academic tasks of all descriptions in every stage of the process.
- Participate as a responsible member of the tutoring group
- Attend any scheduled meetings or, if unable to attend, be responsible for following up with the Writing Director
- Explain concepts that students have difficulty understanding.
- Use alternate methods, examples, and successful study strategies based on experience and training to explain the content and help students understand.
- Help student clients identify patterns in their writing or content. Help writers develop their writing practice, including idea generation, composition, revision, and editing.
- Understand that a tutee’s work should reflect their own ability—not yours.
- Give positive reinforcement; help tutees become more confident in their own abilities.
- Keep records of each client-tutor session (Tutoring Reports).
- Honor the privacy or confidentiality or the tutor-client relationship.
- Help tutees become more independent learners as they progress.
- Assist the Director of Learning Commons with outreach efforts.

REPORTING STRUCTURE & SUPERVISION
- Reports to Lena Moser, Director of Learning Commons