
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):
 - 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
 - Specific course content: improving understanding
 - Solving math-based problems
 - Academic reading skills: using textbook(s) productively; making sense of the reading
 - Taking notes effectively in class; how to effectively use class notes to study the material
 - Preparing for quizzes and/or exams
 - Doing research; research methods
 - Locating and citing sources properly
 - Organizing study time: how to make the best use of study time
 - 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:
 - Tutor role do's and don'ts
 - 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