

Department: Academic Resource Center

Supervisor: Grace Mangrich, Academic Success Programs Director

Position Title: Peer Learning Lab Tutor

General Job Purpose: Peer Learning Lab tutors offer course-specific tutoring to assist students in understanding course concepts, homework assignments, and preparing for exams. They also provide guidance in all stages of the writing process including brainstorming, research, content development, organization, formatting, and citations.

How to apply: designate in application which subject(s) you want to tutor for

Duties and Responsibilities:

- Meet with students one-on-one or in small groups to work on specific course material and assignments or provide review and feedback for written work
- Use effective tutoring strategies to create an enjoyable and successful learning experience
- Teach students general learning strategies for effective notetaking, textbook reading, exam preparation, test-taking, time management, organization, etc.
- Serve as a welcoming point of contact for all guests entering the Peer Learning Lab seeking PLL or professional ARC staff
- Establish and maintain a regular work schedule (5 hours/week minimum) convenient both to the peer tutor and to the needs of the PLL
- Keep an accurate and up-to-date record of each tutoring session
- Maintain strict confidentiality of all student information, material, and discussions shared in tutoring sessions
- Help administer all general Academic Resource Center and Peer Learning Lab policies and expectations
- Participate in training, monthly meetings, and evaluation as established by the supervisor
- Maintain ongoing communication with the Academic Success Programs Director and other ARC professional staff as appropriate to create a positive ARC/PLL experience for both staff and students and to maintain job integrity

Qualifications:

- Peer Learning Lab Tutors are selected on the basis of academic skill, leadership, character, and the ability to communicate with their peers from varying educational, cultural, and social backgrounds
- Specific Course Tutors:
 - must have second year standing or higher
 - must earn a minimum overall GPA of 3.0
 - must earn an A or A- in the courses they wish to tutor (or have faculty permission)
 - must receive a faculty recommendation from a professor in the department of the majority of the courses they wish to tutor
- Writing Consultants:
 - must have second year standing or higher
 - must have a minimum overall GPA of 3.0
 - must receive a faculty recommendation that speaks to their writing abilities

Note: Students of all majors are encouraged to apply as a writing consultant, but preference may be given to English, English Education, and JCOMM majors.