

Peer Tutor Position Expectations

Hours:

- Peer-Tutors may work a minimum of 0 and a maximum of 20 hours a week. In accordance with campus policy, you may not work more than 20 hours a week among all campus jobs. Your individual tutoring hours may change depending on student demand.
- All tutoring should take place in the Learning Center during regular operating hours. Tutoring hours are Monday- Thursday 9:00 a.m. – 5:00 p.m., and Friday 9:00 a.m. - 2:00 p.m.

Nature of the Work:

- One of the golden rules of tutoring is to not do a student's work for them, but rather be a student's guide in the learning process. Part of being a student's guide is helping them develop appropriate academic behavior. Do not give students any of your personal notes, but rather guide them through appropriate note taking techniques.
- Peer Tutors may be asked to help with certain tasks around the Learning Center when not meeting with students, such as logging students in and out.
- Resource materials for use in tutoring sessions are available in the Learning Center. We have a small library of textbooks, study skills handouts, and tutor aids available as resources for peer-tutors and students.
- The Learning Center has a number of laptops available for tutor usage.

Peer Tutor Training:

- The Learning Center Provides a peer-tutor training program certified by the College Reading and Learning Association (CRLA). CRLA is an organization that establishes best practices for training peer-tutors. In other words, they help ensure that you receive the appropriate knowledge and skills to be a successful peer-tutor.
- The Learning Center requires that all new tutors complete the CRLA training course and all requirements by the end of their second semester of employment.
- The Regular Tutor training course is a 6-week mandatory seminar that covers basic cognitive theory, learning styles theory, tutoring techniques, and other topics pertinent to one-on-one and small group tutoring. Certificates will be awarded when training is completed and when 25 tutoring hours have been logged.
- All training hours will be compensated at a training rate of \$10.00/hr. All staff meetings are required.