

## Mission and Vision

The Learning Center provides quality services and programs including tutoring, classes, workshops and consultation to the students, faculty, and staff of the California State University, Fresno community. We promote student self-responsibility, academic success, and life-long learning.

In recognizing that the learning process is vital to the academic, professional, and personal success of students, the Learning Center envisions a collaborative, student-centered learning environment within the University in which students are challenged to develop the knowledge and skills that assist them to grow intellectually as critical thinkers and life-long independent learners.

## 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.