

Academic Learning Center

Peer Tutor Position Description

Supervisor: Director, Academic Learning Center

Pay Rate: \$7.25 an hour (training rate) and \$8.00 upon reaching certification (required within one year)

Description: Peer tutors are viewed as academic student leaders and are significant contributors to the Albright community. We believe Peer Tutors provide wonderful motivation for learning and act as a role model to their fellow peers. As members of the Learning Center staff, Peer Tutors work on an individual basis or in a small group sessions to answer questions on course content and to provide study strategies to aid in the mastery of course content.

Qualifications:

Peer Tutors are selected on the basis of academic skill, leadership, character, and the ability to communicate well with others. Tutors are expected to have extensive knowledge of the subject they are hired to tutor and the ability to communicate that knowledge to their peers. We expect that Peer Tutors will have a positive perspective of Albright College.

All individuals in the Peer Tutor position must meet the following minimum qualifications:

- Written recommendation by instructor(s) of course one will tutor
- Overall GPA of at least a 3.00
- Earned a B+ or higher in the course(s) one will tutor
- Good standing with the college

Skills:

The best candidates to be Peer Tutors are current undergraduate students who are highly dependable, have excellent communications skills, strong recommendations from their instructors, and an ability to work well with their peers.

All individuals in the Peer Tutor position should exhibit many of the following skills:

- Mastery of subject being tutored
- Good overall academic ability
- Ability to maintain confidentiality
- Good interpersonal and communication skills
- Ability to work well with peers
- Ability to work well with faculty
- Ability to be empathetic to students having difficulties

- Ability to maintain accurate records of tutoring sessions

Major Responsibilities:

Peer Tutors are expected to assume the duties and responsibilities identified below. While this job description is general enough to apply to all Peer Tutors, Tutors may be expected to perform additional functions that might be needed in their respective subject fields.

- Attend tutor training and video training sessions as required by CRLA; participate in online discussions and staff meetings each semester
- Complete and return reports of tutoring sessions in an accurate and timely manner.
- Participate in a self evaluation process and tutee evaluation process each semester.
- Be available to discuss a tutee's work with a professor or ALC staff member.
- Be available for at least 6 hours per week for tutoring throughout the semester.
- Contact assigned tutees in a timely and professional manner to schedule sessions.
- Be punctual for all scheduled tutoring sessions. It is your responsibility to notify your tutee, the Director, and/or the Administrative Assistant as soon as possible if you cannot meet with your assigned tutees.
- Utilize effective tutoring techniques shared through trainings; promote utilization of resources and independent learning.
- Report any problems or concerns to the ALC Director immediately.
- Serve as a role model for all students seeking academic assistance.
- Follow ALC and college policies; establish and maintain credibility within the community; and behave in accordance with the College's values and expectations.