

## **Job Description: ASC Peer Tutor**

A Peer Tutor assists students in academic achievement by meeting them on a regular basis to clarify understanding of concepts in a specific course and work on study skills. A Peer Tutor has knowledge and experience in the content area that is tutored. Hours vary according to tutor's availability and the number of students tutored. Tutors must be available for a minimum of 4 hours a week at the start of each semester. Four hours a week will ensure enough time for the tutor to serve four students (or four groups of students) during the semester. **Starting pay is \$10.00 an hour.** Tutors are paid for attending required training sessions.

### **Responsibilities:**

- Establishing contact with assigned tutees and determining a mutually agreed upon weekly tutoring appointment time to take place remotely or in person (in the library) for the semester.
- Deciding and implementing the most effective approach to providing learning assistance to tutees in both individual and small group sessions.
- Maintaining records of tutoring activities on the TutorTrac computer system.
- Developing supportive peer-relationships with tutees.
- Checking email messages on a daily basis and responding to inquiries from the ASC in a timely manner.
- Communicating regularly with the ASC Director about tutee's progress.
- Contacting tutee's instructor to schedule meeting, if necessary.
- Maintaining confidentiality of information.
- Upholding a Tutor Code of Ethics.
- Advancing professional skills by attending Tutor Forums.

### **Qualifications:**

A Peer Tutor must be a registered Valpo student with second-semester freshman, sophomore, junior, senior or graduate standing; receive a recommendation from an instructor for each course or subject tutored; have earned a grade of B or higher in the tutored course (or equivalent course); maintain a cumulative GPA of 3.0 or higher; have the ability to provide one-on-one or small-group learning assistance; possess good knowledge of course material and interpersonal communication skills; and, relate well with students from diverse educational, cultural and social backgrounds.

**To complete the online application  
go to the ASC website at [valpo.edu/academic-success-center](http://valpo.edu/academic-success-center).**

For more information contact:  
Tricia Armstrong, ASC Director  
Christopher Center Library, 110  
[Academic.Success@valpo.edu](mailto:Academic.Success@valpo.edu)  
[valpo.edu/academic-success-center](http://valpo.edu/academic-success-center)  
219.464.5985