PEER TUTOR JOB DESCRIPTION

Supervision Received: Lesley LaMarche, Director of the Tutoring Program
Location: Center for Academic Success (in the basement of Shea Library)
Phone: 413-654-1731
Email: Lesley.lamarche@aic.edu

Rate of Pay: $9.00 per hour

Position Description:

Peer tutors provide individual and small group tutoring sessions to assist students in understanding course concepts and developing more effective study strategies. Peer tutors facilitate learning, acting as guides and coaches to help students become successful, independent learners. As an employee of the Tutoring Program, Peer tutors are expected to maintain ongoing communication with the Director of the Tutoring Program. In addition, peer tutors are expected to respect the confidentiality of their tutees, and must sign a statement of confidentiality upon being hired.

Responsibilities:

1. Tutor students in specific course material, integrating study and learning strategies to promote independent learning.
2. Maintain a professional attitude and demeanor.
3. Initiate contact with professors to discuss the course being tutored.
4. Respect the confidentiality of the tutee. Do not disclose information regarding the student you are tutoring to a professor (or anyone else) without written permission from the student.
5. Participate in the required Tutor Training.
6. Maintain and submit a Tutoring Record sheet for each tutoring session.

Position Requirements:

1. Cumulative grade point average of 3.0 or higher.
2. Minimum of an A- or higher in the course being tutored.
3. A reference from a former professor.
Tutor Agreement

Name (print):_______________________  Date:___________________________

Email address:_______________________  Phone:__________________________

Subjects you are eligible to tutor:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Please read the following carefully:

❖ I will meet with the student(s) I am tutoring at the time and location agreed upon with the Director of the Tutoring Program.
❖ I will notify the Director within 24 hours before any session I am unable to attend.
❖ I will notify the student(s) within 24 hours before any session I am unable to attend.
❖ I will complete the required Tutor Training.
❖ I will communicate regularly with the Director regarding the student(s) I am tutoring.
❖ I will complete a Tutoring Record sheet for every tutoring session.
❖ I will turn in a Time Slip every Friday.
❖ I understand completing homework, projects, papers and/or other assignments for the student(s) I tutor constitutes academic dishonesty and may result in my immediate dismissal.
❖ I will contact the Director immediately with any concerns regarding the student(s), tutoring strategies, or other personal concerns.

Signature:____________________________________________________________________

Please Record the times you ARE available to tutor below:

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Student Information

Last Name:_________________ First Name:_________________ M.I.:_________

Student ID #:_________________ Cell Phone:_________________

Home Phone:_________________ Email:_________________

Home Address:

Street:_________________ Apt #:_________________

City:_________________ State:__________ Zip:_____________

Dorm Address:

Residence Hall:_________________ Room #:_________________

Campus Box #:_________________

Education Information:

Major:_________________ Advisor:_________________

Minor:_________________

Year (circle one):

Freshman Sophomore Junior Senior Graduate

Expected Graduation Year:_________________

Sport (if applicable):_________________

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I give my permission to post my photo and information pertaining to me and the Tutoring Program on myAIC as well as any promotional material pertaining to the Tutoring Program.

_________________________________________________

Tutor Signature Date