LAWRENCE TECHNOLOGICAL UNIVERSITY
Job Description

JOB TITLE: Peer Tutor

Exempt (Y/N): Yes

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JOB CODE:

SALARY LEVEL:

DOT CODE:

SHIFT: Day, afternoon, evening, weekend

DIVISION: Office of the Provost

LOCATION: Academic Achievement Center

DEPARTMENT: Academic Achievement Center

EMPLOYEE NAME: Gladys Avilés

SUPERVISOR: AAC Director

PREPARED BY: Gladys Avilés

DATE: July 7, 2011

APPROVED BY: Alan McCord

DATE:

SUMMARY: Tutors are student staff members of the Academic Achievement Center, Lawrence Tech’s learning center, who establish a peer teaching and learning relationship with one or more students in a structured and supervised educational environment. Tutors provide personalized face-to-face and virtual instruction from a student perspective, promote independent learning, and model and encourage positive study habits. Tutors must demonstrate continued academic competency and quality work, and maintain an adequate GPA. Tutors will be evaluated every semester by the AAC director to determine if they will be hired from semester to semester.

ESSENTIAL DUTIES AND RESPONSIBILITIES follow. Other duties may be assigned.

Assist students in becoming independent learners in one-on-one or group environments; explain course concepts, combine content knowledge with empathy, honesty, and good humor to set students at ease and increase rapport; establish a supportive relationship with students by being open and practicing good listening skills.

Evaluate students’ strengths and weaknesses and help them work on areas that need improvement; be attentive to student needs, especially in the area of study skills; review effective study habits and time management techniques; help students improve their learning by helping them organize how they study.

Support students who are frustrated by difficult material and encourage them to be disciplined, stay focused on studying, and completing their assignments.

Demonstrate a caring attitude including being organized for tutoring sessions, being punctual, establishing a positive learning relationship with the students, developing tutoring strategies, and becoming familiar with the collegiate learning process.

Follow office procedures and complete all necessary paperwork; complete a brief evaluation of each tutoring session; submit paperwork and timesheet entries on time; attend regularly scheduled tutor staff meetings.

Respect and treat all individuals fairly and equitably by being open and understanding of diversity issues, specifically as they relate to culture, ethnicity, sexual orientation, and other factors.

Maintain confidentiality while working with university staff and students; inform the director about problems or concerns with any student; refer any situations that are outside of the role of a tutor to the director or other appropriate campus resources.

Use Wimba Virtual Conferencing to tutor online. Tutors will be trained in Wimba Virtual Conferencing at the beginning of the academic year or when the tutor is hired if the tutor starts later in the academic year.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
EDUCATION and/or EXPERIENCE: Undergraduate applicants must have successfully completed a minimum of 24 credit hours and two semesters at Lawrence Tech, or a minimum of 12 credit hours at Lawrence Tech plus 12 hours of transfer credit. Undergraduate students who have completed 60 credits are preferred. Graduate applicants must have completed six credit hours and one semester at Lawrence Tech. International students must have a minimum TOEFL score of 550 or completed COM 1103 English Composition, and demonstrate good oral communication skills (listening and speaking) during his/her interview.

Applicants must also provide references from two Lawrence Tech faculty members indicating that they are qualified to tutor in a particular course or courses. One of the references should be from an instructor that has expertise and responsibility in the subject area, preferably one who has taught the student in class, and is able to describe first-hand the applicant’s competencies in a particular course. One of the references must be from the appropriate Department Chair or Program Director.

Additional requirements may apply for tutors for specific subject areas.

ACADEMIC REQUIREMENTS: Tutors must maintain full time student status [exceptions may be made for students completing their final semester] and a cumulative GPA of 3.0 for the duration of employment. A tutor must also have received a minimum “B” grade in a course that she/he will tutor. Tutors may not be on disciplinary or academic probation while filling this position, and may not have been suspended from the residence halls or from the University. Tutors will be required to submit copies of their transcripts at the end of each semester.

LANGUAGE SKILLS: Applicants must have the ability to read, analyze, and interpret general safety rules, operating and maintenance instructions and procedure manuals, as well as the ability to write routine reports and correspondence.

REASONING ABILITY: Applicants must have the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Applicants also must have the ability to interpret and apply common sense to a variety of instructions furnished in written, oral, graphic, or schedule form.

OTHER SKILLS and ABILITIES: Applicants must be proficient at typing and using a computer for word processing, spreadsheets, Blackboard, and e-mail. Applicants must be able to use software required for any course for which they tutor. Applicants must also be able to communicate with a variety of individuals of various ages and backgrounds and possess tact and diplomacy.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.

COMMENTS: Communication skills (both oral and written), organizational skills, and the ability to handle changing priorities are essential for success in this position. The AAC’s maintains an academic atmosphere but it is not a place reserved for quiet study but rather for interaction. We encourage students to use the AAC as a place to study, receive tutoring, and meet with other students.