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## LEARNING COMMONS PEER TUTOR

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**POSITION:** 68416  
**SUPERVISOR:** KAT SAVINO  
**RATE OF PAY:** MINIMUM WAGE (CURRENTLY \$14.20; WILL BE \$15.00 IN JAN.)  
**EMPLOYMENT PERIOD:** ACADEMIC YEAR  
**LIMIT:** ---

**LOCATION:** LEARNING COMMONS

### PURPOSE

- Tutor peers in writing and/or specific course content across disciplines

### QUALIFICATIONS

- Completion of two semesters of university
- B+ or above in the courses you will be tutoring (required), and a 3.0 (or higher) cumulative GPA (preferred)
- Enthusiasm for the relevant academic subject(s) and an interest in helping peers learn
- Recommendation from a faculty member who knows you and your abilities well
- Completion of an application, inclusion of a writing sample of a research paper (if you are applying to be a writing tutor), and an interview with the Director of the Learning Commons
- Well-developed active listening skills
- Experience with some or all of the following (dependent on discipline):
  - Academic writing assignments: starting, working on, and/or completing written work; ability to model the active use of handbooks and dictionaries in support of the writing process
  - Specific course content: improving understanding
  - Solving math-based problems
  - Academic reading skills: using textbook(s) productively; making sense of the reading
  - Taking notes effectively in class; how to effectively use class notes to study the material
  - Preparing for quizzes and/or exams
  - Doing research; research methods
  - Locating and citing sources properly
  - Organizing study time: how to make the best use of study time
  - Gaining better learning and study skills in general
- Patience with learners of diverse abilities

## **DUTIES & RESPONSIBILITIES**

- Complete required tutor training prior to the start of the position. Training topics include:
  - Tutor role do's and don'ts
  - How to be an effective facilitator of student learning
  - Conducting a successful tutoring session
  - Dealing with difficult situations
  - Listening and communication skills
- Assist Utica University undergraduate students with academic tasks of all descriptions in every stage of the process.
- Participate as a responsible member of the tutoring group
- Attend any scheduled meetings or, if unable to attend, be responsible for following up with the Director
- Explain concepts that students have difficulty understanding.
- Use alternate methods, examples, and successful study strategies based on experience and training to explain the content and help students understand.
- Help student clients identify patterns in their writing or content. Help writers develop their writing practice, including idea generation, composition, revision, and editing.
- Understand that a student client's work should reflect their own ability—not yours.
- Give positive reinforcement; help student clients become more confident in their own abilities.
- Keep records of each client-tutor session (Session Summary Reports).
- Honor the privacy or confidentiality of the tutor-client relationship.
- Help student clients become more independent learners as they progress.
- Assist the Director of Tutoring with outreach efforts.

## **REPORTING STRUCTURE & SUPERVISION**

- Reports to Kat Savino, Director of Tutoring Services