St. Louis Community College

This job description is a general statement of the major duties and responsibilities of this position. It contains the facts necessary to describe and clarify the position. More specific additional job related duties may be assigned to this position at different locations in the College.

TITLE: **Peer Tutor**

CLASSIFICATION: Classified (ST-1, nonexempt, part-time, temporary)

REPORTS TO: Assigned Academic Support Supervisor

SUPERVISION GIVEN: None

POSITION SUMMARY:

Empower students to reach academic goals by helping them conceptualize or clarify course content and teaching them to practice effective study skills. Session interactions may be one-on-one or small groups and may be conducted on-campus, online, or both.

PRIMARY DUTIES PERFORMED:

- Provide transformative impact on students by empowering them to understand content material, use effective learning strategies, and learn in a collaborative environment.

- Remove barriers to learning by providing equitable treatment and practicing inclusivity of all students.

- Provide guidance and interpretation of coursework goals and assignments.

- Act as a role model in demonstrating study strategies and habits necessary for success in a specified academic area.

- Complete administrative documentation, including timesheets and attendance reports, accurately and on time.

- Maintain confidentiality of students' personal and academic issues and records as per FERPA and college guidelines.

- Attend mandatory training activities and scheduled events, and participate in Academic Success Center promotional activities.

Revised 06/20

Pursuant to Americans with Disabilities Act (ADA) Requirements

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- Promote self and services to relevant faculty and students by making classroom visits and/or establishing online connection and communication.

JOB SPECIFICATIONS:

- Aptitude for tutoring in specific content area.

- Good interpersonal communication skills with an emphasis on listening and assessing the needs of diverse learners.

- Effective time management skills: punctual; completes associated responsibilities of the job in a timely manner.

- Patient and passionate about working with fellow students.

- Professional behavior in language, dress and demeanor.

- Proficiency with computers and computer applications, student information system (Banner), Microsoft Office Suite, college Learning Management System (Blackboard), email, and other as needed. Sufficient technical skill to conduct online tutoring sessions within designated virtual platforms.

QUALIFICATIONS/EXPERIENCE:

Tutors must have earned at least a B-average in the content area they are tutoring. Some disciplines may require demonstration of proficiency by completing a qualifying exam. Referral by at least one St. Louis Community College faculty member in the content area is required. Must be currently enrolled or registered at St. Louis Community College and making progress toward completion of a degree and/or transfer study program as defined in Board Policy.

WORKING CONDITIONS:

Evening and/or weekend hours may be required. Both on-campus or remote (online) delivery of tutoring services may be expected.

PHYSICAL REQUIREMENTS: Negligible.

Revised 06/20

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