

Peer Tutor Position Description | Peer Tutoring Program The Learning Center, Division of Student Life

In alignment with [the mission of The Learning Center](#) (LC) and under the general supervision of the LC Director, Peer Tutors provide individual and group tutoring in assigned courses (at least two) and assist students in becoming more independent and confident learners. Peer Tutors work with students' individual needs and assist them in developing academic skills and strategies in addition to understanding content. Regular job-related training for Peer Tutors is a mandatory part of the Peer Tutor position. Peer Tutors are expected to serve as academic role models for their peers.

Primary Responsibilities

1. Meet the **professional standards** of the program
 - a. Provide students with academic support through 1:1 and group tutoring and consult with students on problem sets, and other subject related matters
 - b. Effectively communicating with students, faculty, and LC Staff and remain accountable to the LC Director and the Lead Peer Tutors
 - c. Post availability in a timely manner to the Salesforce scheduling system
 - d. Attend all required training modules
 - e. Promote peer tutoring services to faculty, staff, and students
2. **Partner with students** in support of individualized student success
 - a. Support the development of confidence by empowering students to become independent learners and helping them use their knowledge and intelligence, as well as develop academic skills and strategies
 - b. Provide exemplary and inclusive customer service to students on campus
 - c. Work with peers and LWSC leadership to share and develop skills that aim to increase confidence and competency of self and peers
3. Utilize effective **interpersonal communication** tools and strategies
 - a. Exhibit confidence when speaking about program-specific information and support provided by the Learning, Writing, and Speaking Centers (LWSC)
 - b. Provide growth-minded verbal and nonverbal feedback to participants regarding their performance
 - c. Seek meaningful feedback through observation activities, student-feedback forms, and 1:1 meetings with supervisor
 - d. Provide meaningful feedback to LWSC leadership by way of training evaluations, mid-semester feedback forms, and 1:1 meetings
4. **Serve as a resource** to all participants
 - a. Educate and refer students to various resources and services provided by the LWSC as appropriate
 - b. Educate and refer students to various resources and services provided by USF and beyond
 - c. Use information from tutor training to meet the individual needs of participants as well as collaborate with fellow tutors on ways to support tutees
5. Demonstrate **problem-solving** abilities, promoting the use of strategic and critical thinking among participants
 - a. Encourage the use of course resources to problem solve, and utilize questioning techniques that encourage strategic and critical thinking among participants
 - b. Demonstrate approaches to adapt strategies and resources to meet the unique needs of participants

Requirements & Additional Expectations

1. Maintain minimum Cumulative and Term GPA of 3.0, produce faculty recommendation for each supported course, maintain a minimum **6 hours of weekly availability**, and maintain **full-time enrollment** with the university
2. Engage in a continuous training process
 - a. Tutors must attend New Tutor Orientation Training prior to conducting tutoring hours
 - b. Tutors must attend at least 10 documented hours of training per training level, completed as a combination of online and in-person trainings
 - c. Pay raises of \$0.25/hour will be rewarded per training level completed
3. Complete all necessary personnel paperwork, communicate availability, and accurately submit all hours worked via USFWorks on or before deadlines
4. Maintain confidentiality about matters such as class standards, student progress, and/or student concerns
5. Model appropriate professional attitudes and behaviors, and actively work to increase personal-cultural responsiveness/awareness.

USF is a private Catholic and Jesuit Institution and particularly welcomes candidates who desire to work in such an environment. Jesuit tradition defines USF's approach to learning and our commitment to welcoming all students (<https://www.usfca.edu/about-usf/who-we-are/vision-mission>).

Preferred Qualifications

- Relevant experience to position responsibilities (prior experience in academic support, tutoring, mentoring, etc.)
- Exhibit effective interpersonal communication skills (to be determined by Staff throughout the application/interview processes)
- Demonstrate a commitment to teamwork/collaboration
- Ability and willingness to support multiple courses; earned minimum A- in supported courses

Time Commitment and Compensation

Peer Tutors are hired on a semester-by-semester basis, with the option to return in subsequent semesters based on program needs, availability, and satisfactory performance. Peer Tutors work in Gleeson Library on the USF Hilltop Campus for a maximum of 25 (international students 20) hours/week at an hourly wage of \$18.00/hour for undergraduate tutors and \$19.00/hour for graduate tutors. *Please note all compensation is taxable.*

Supervisor(s)

Learning Center Director | Lead Peer Tutors

Application Procedure

Applicants are required to complete the appropriate PEER LEADER APPLICATION linked on The Learning Center's Employment Opportunities webpage: <https://myusf.usfca.edu/lwsc/lwcjobs>. Please contact lwsc@usfca.edu or 415-422-6713 with questions about this opportunity, including how to apply.

USF is an Equal Opportunity/Affirmative Action Employer. We particularly encourage minority and women applicants to apply for all positions. The University provides reasonable accommodations to individuals with disabilities upon request.