

## 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 Peer Tutoring Program Graduate Assistant
  - c. Post availability in a timely manner to Salesforce our scheduling system and
  - d. Attend trainings regularly and on-time
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 our leads/grad assistant 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/or general information about the support provided by the Learning, Writing, and Speaking Centers (LWSC)
  - b. Provide feedback by way of training evaluations, mid-semester feedback forms, and 1:1 meetings
  - c. Receive feedback through peer observation evaluations, student feedback forms, one on ones with Peer Tutoring Program Graduate Assistant
4. **Serve as a resource** to all participants
  - a. Be aware of the resources provided by the LWSC and refer students to the various resources as appropriate
  - b. Work to understand and connect students with necessary and useful resources on the wider campus to fill their unique and diverse needs
  - c. Use information from trainings to meet the individual tutoring needs of students as well as collaborate with fellow tutors on ways to support tutees
5. Demonstrate **problem-solving** abilities, promoting strategic and/or critical thinking from participants
  - a. Utilize resources provided on Canvas in order to meet the requirements of the job and assist students, adapting to meet individualized needs of students
  - b. Strategize on how to best market availability to professors and students in supported-courses and implement these strategies



### Requirements & Additional Expectations

1. Must have at least a 3.0 GPA, and at least an A- in all supported courses. Must have a recommendation from the professor of each supported-course. Must offer **at least 6 hours of availability** per week (does not have to be consecutive). Must be a **full-time student**.
2. Engage in a continuous training process
  - a. Tutors must attend a New Tutor training prior to conducting tutoring hours; all tutors participate in tutor training sessions on a regular basis after being hired
  - 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 level completed
3. Complete all necessary personnel paperwork, communicate availability, and accurately submit all hours worked via the USFWorks in a timely manner
4. Demonstrate a commitment to teamwork/collaboration in addition to having the ability to work independently and to manage time effectively (balancing employment and academic demands)
5. Maintain confidentiality about matters such as class standards, student progress throughout a course, and/or student complaints
6. Model appropriate professional attitudes and behaviors, while actively working 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

- Exhibit effective interpersonal and communication skills (to be determined by Staff throughout the application/interview processes)
- Relevant experience to position responsibilities (prior experience in academic support, tutoring, mentoring, etc.)

### Time Commitment and Compensation

Peer Tutors are hired on a one-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 \$17.00/hour for undergraduate tutors and \$18.00/hour for graduate tutors. *Please note all compensation is taxable.*

### Supervisor(s)

Learning Center Director

### Application Procedure

More information can be found at The Learning Center's Employment Opportunities webpage: <https://myusf.usfca.edu/lwsc/lwcjobs>. Please contact [lwsc@usfca.edu](mailto: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.*