

Peer Tutor Job Description and Responsibilities

The Learning Center, Division of Student Life

The mission of the Learning Center is to provide students with opportunities to increase and enhance their academic skills and abilities through cultivating effective learning practices. We support investment in learning and studying, and respect individual learning styles. We believe in creating an environment that is conducive to learning as well as serving as role models. With the goal of creating lifelong learners, we strive to support students' endeavors towards self-confidence and higher academic achievement and performance.

Under the general supervision of the Learning Center (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. Training for Peer Tutors is mandatory. Peer Tutors are expected to communicate well with students, faculty, and LC staff and to serve as academic role models for their peers.

Primary Responsibilities

- 1.) Empower students to become independent learners.**
 - a. Help them use their knowledge and intelligence, as well as develop academic skills and strategies.
- 2.) Consult with students** on problem sets, and other subject-related matters.
- 3.) Work to inspire** academic self-confidence in students.
- 4.) Communicate well** with students, faculty, and the Learning Center Staff.
- 5.) Discuss concepts with students who are having difficulty understanding them.**
 - a. Provide students with study skills that will help them study more efficiently in courses.
- 6.) Support multiple students** at one time.
 - a. Tutors will work with individual students as well groups no larger than three students during one appointment. Drop-in tutors will work with a range of students on a variety of subjects during a drop-in period.
- 7.) Maintain contact with Learning Center Staff** throughout the semester.
 - a. Promptly notify Learning Center Staff about issues encountered or potential problems that need to be addressed.
- 8.) Keep records** of all tutoring appointments.

Additional/Logistical Responsibilities

- 1.) Complete all necessary personnel paperwork, and accurately submit all hours worked via the e-Timesheet system by the submission deadline provided.
- 2.) Attend new tutor training prior to starting out as a tutor and participate in tutor training sessions on a regular basis after being hired.
- 3.) Maintain confidentiality about matters such as class standards, grades, and student complaints.
- 4.) Model appropriate professional attitudes and behaviors, and serve as a resource to staff, students, and other members of the USF community.

Requirements/Qualifications

- Tutors must demonstrate academic excellence in the subject area in which they tutor (grade of at least an A- or above)
- Recommendation form from a USF Faculty member (must be completed by a faculty member from the subject area for which you are applying)
- All tutors must be able to tutor at least two high need courses.
- Tutors must post a **minimum 6 hours of availability** per week.
- All tutors are required to maintain both cumulative and term GPAs of 3.0 or above
- Effective interpersonal and communication skills (to be determined by Peer Tutor Leads/supervisors throughout the hiring process)
- Fluency in English required and second language preferred
- All tutors must be enrolled full-time at the University
- All tutors must be able to work from the Hilltop campus in order to be appropriately supervised

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 on the USF Hilltop campus for a maximum of 25 hours a week and 20 hours a week for international students at an hourly wage of \$17.00 for undergraduate tutors and \$18.00 for graduate tutors. *Please note all compensation is taxable.*

Supervisors

Kim Rutledge, Director, Learning Center

Janay Osborne, Graduate Assistant, Peer Tutoring Program, Learning Center

Application Procedure

More information can be found at the Learning Center's Employment Opportunities webpage: <https://myusf.usfca.edu/student-life/lwc/lwcjobs>

Please contact the Learning Center at lwc@usfca.edu or (415) 422-6713 with questions about this opportunity, including how to apply.