



**Academic Success and Access Programs
Peer Tutor Job Description
(Math Center, Write Place, General Tutoring)**

Responsibilities Include:

- Work with students on a one-on-one basis or in small groups
- Ask open ended questions to generate thoughts related to course content to help the student/s understand the material and grow into self-directed learners
- Incorporate academic strategies (time management, study skills, note taking) into sessions
- Serve as a positive role model by displaying responsibility and maturity
- Arrive promptly for tutoring session or shift
- Maintain a professional and welcoming demeanor at all times
- Respect students' rights and confidentiality
- Ensure tutee has signed in and out
- Manage appointments responsibly; if you need to be absent be sure to notify your supervisor
- Explain tutee evaluation form and ask the tutee to complete it
- Correctly complete your online time card in Web Advisor (every two weeks).
- Tutors must attend the paid CRLA Level I Tutor Training - which provides the knowledge and practical skills necessary to become a successful tutor

Qualifications:

- Applicants must have evidence of success within the course/s they wish to tutor (A or B in the course). *Under special circumstances a grade of less than B in the course will be accepted if the student can document experience equivalent to grade of A or B in the content being tutored.*
- Must be enrolled in a minimum of 6 credit hours for each period of enrollment (Fall, Spring) at FLCC and must maintain satisfactory academic progress.
- Receive a recommendation from a professor teaching the content area and complete an interview with the tutor coordinator
- Tutors will utilize interpersonal skills which include patience, strong verbal and organizational skills, communication skills, critical thinking, and the ability to work with students from varied backgrounds and a variety of skill levels

Rewards:

- Opportunity to gain leadership experience and gain deeper understanding of tutor content area
- Assist fellow FLCC peers with understanding course content and build confidence to succeed
- Develop relationships with faculty members, tutor coordinators, and peers