



JOB NUMBER: ASC-CRLA1 Peer Tutor – History
POSITION: Peer Tutor 2 for History – Student Worker
REPORTS TO: Academic Skills Center Manager

DUTIES AND RESPONSIBILITIES:

1. Tutor students in History using both individual and small group sessions.
2. Lead Academic Skills workshops in accordance with CRLA certification requirements.
3. Must maintain accurate and timely records of tutoring activities using the following venues: SARS program and Online Tutor Traffic Form.
4. Visit instructors and classrooms to distribute flyers to help create awareness of your tutorial services as well as other services offered through the Academic Skills Center.
5. With assistance from the Academic Skills Center Manager, select appropriate instructional support materials recognizing and addressing individual student needs.
6. Meet with the instructor(s) as necessary to provide assistance to individual student needs.
7. Participate in staff meetings, in-services, and trainings as may be required.
8. Assist office staff with maintaining appearance of ASC.
9. Must spend at least 75% of total time worked in Academic Skills Center accomplishing the duties and responsibilities. Hours are assessed each month and will be adjusted to accommodate ASC needs and meet the 75% minimum requirement.
10. Perform other duties as assigned.

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Must maintain a minimum cumulative GPA of 3.0.
3. Must have received an A or B in subject area to be tutored.
4. Academic Skills Center Manager approval required.
5. Ability to communicate effectively with students/faculty.
6. Ability to work with minimum supervision and maintain confidentiality in accordance with FERPA guidelines.
7. Patience, problem solving abilities, and a willingness to accept responsibility.
8. Completion of CLRA Certification Level 1

PLACEMENT: Student Worker, Wage Tier 2

WORK SCHEDULE:

Varies according to student availability and Academic Skills Center needs

APPLICATION DEADLINE: Until filled