

JOB TITLE:	PEER TUTOR OR WRITING CONSULTANT
Department:	Academic Success Center
Location:	Academic Success Center in the Charles C. Myers Library
Supervisor Name:	Carly Stork
Supervisor Phone Number:	563.589.3399
Supervisor Email:	cstork@dbq.edu
Qualifications:	<ul style="list-style-type: none"> • Peer Tutors and Writing Consultants are selected on the basis of academic skill, leadership, character, and the ability to communicate with their peers from varying educational, cultural, and social backgrounds • Peer Subject Tutors: <ul style="list-style-type: none"> ○ must earn a minimum overall GPA of 3.0 ○ must earn an A or A- in the courses they wish to tutor (or have faculty permission) ○ must receive a faculty recommendation from a professor in the department of the majority of courses they wish to tutor • Peer Writing Consultants: <ul style="list-style-type: none"> ○ must have sophomore standing or higher ○ must have a minimum overall GPA of 3.0 ○ must receive a faculty recommendation that speaks to their writing abilities <p><i>Note: Students of all majors are encouraged to apply for the writing consultant position, but preference may be given to English, English Education, and Communication majors.</i></p>
Duties and Responsibilities:	<ul style="list-style-type: none"> • Meet with students one-on-one or in small groups to work on specific course material or assignments • Teach students general learning strategies for effective note-taking, textbook reading, exam preparation, test-taking, time management, organization, etc. • Use effective tutoring strategies to create an enjoyable and successful learning experience • Keep an accurate and up-to-date record of each tutoring session • Maintain strict confidentiality of all student information, material, and discussions shared in tutoring sessions • Regularly staff the peer staff front desk: welcome all ASC visitors, ensure students sign in and out, check out/in ASC resources, help students schedule appointments, answer the phone, etc. • Assist with additional duties as needed: research and develop resource materials, participate in ASC events, make classroom visits, etc. • Help administer all general ASC policies and expectations • Establish and maintain a regular work schedule (5 hours/week minimum) convenient both to the peer tutor/writing consultant and to the needs of the ASC • Complete peer staff orientation, ongoing training, and evaluation as established by the peer staff supervisor • Maintain ongoing communications with the Director of Learning Support Services, Learning Support Coaches, and other ASC professional staff as appropriate to create a positive ASC experience for both staff and students and to maintain job integrity

Classification	None
Purpose or Role within the Organization:	Peer Tutors and Writing Consultants provide assistance with course concepts or specific assignments as they help guide students in becoming self-determined, motivated, and independent learners
Rate of Pay:	\$10.50
General Qualifications:	Must be enrolled at least half-time
Length of Employment:	Beginning of the fall semester to the end of the spring semester
Evaluation Procedures & Schedules:	None

Affirmative Action/Equal Employment Opportunity Employer. For more information regarding the Jeanne Clery Act, please go to <https://www.dbq.edu/SafetySecurity/JeanneCleryAct/>