

<b>JOB TITLE:</b>	<b>PEER TUTOR OR WRITING CONSULTANT</b>
Department:	Academic Success Center
Location:	Academic Success Center (Charles C. Myers Library, 2 <sup>nd</sup> Floor)
Supervisor Name:	Carly Stork
Supervisor Phone Number:	563.589.3399
Supervisor Email:	<a href="mailto:cstork@dbq.edu">cstork@dbq.edu</a>
Purpose:	Peer Tutors and Peer Writing Consultants teach general learning strategies and provide assistance with course concepts or specific assignments as they guide students in becoming self-determined, motivated, and independent learners.
Essential Duties & Responsibilities:	<ul style="list-style-type: none"> <li>• Meet with students one-on-one or in small groups to work on specific course material or assignments.</li> <li>• Teach students general learning strategies for effective note-taking, textbook reading, studying, exam preparation, test-taking, time management, organization, etc.</li> <li>• Use effective tutoring strategies to create an enjoyable and successful learning experience.</li> <li>• Keep an accurate and up-to-date record of each tutoring session.</li> <li>• Maintain strict confidentiality of all student information, material, and discussions shared in tutoring sessions.</li> <li>• Regularly staff the peer staff front desk: welcome all ASC visitors, ensure students sign in and out, process exam drop-off and pick-up, check out/in ASC resources, help students schedule appointments, etc.</li> <li>• Assist with additional duties as needed: cover the Testing Center desk, answer phones, research and develop resource materials, participate in ASC public relations events and classroom visits, etc.</li> <li>• Help administer all general ASC policies.</li> <li>• Establish and maintain a regular work schedule (5 hours/week minimum) convenient both to the tutor/consultant and to the needs of the ASC.</li> <li>• Complete peer staff orientation and on-going training and evaluation as established by the appropriate professional mentor.</li> </ul> <p>Maintain ongoing communications with the Learning Support Services Coordinator, Professional Tutors and Writing Consultants, and the Administrative Assistant as appropriate to create a positive ASC experience for both staff and students and to maintain job integrity.</p>
Position Requirements	<p>Peer Tutors and Peer 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.</p> <ul style="list-style-type: none"> <li>• Peer Tutors: <ul style="list-style-type: none"> <li>○ must earn a minimum cumulative GPA of 3.0</li> <li>○ must earn an A or A- in the courses they wish to tutor (or have faculty permission)</li> </ul> </li> </ul>

- must receive a faculty recommendation from one of their professors in the department of the majority of courses they wish to tutor
- Peer Writing Consultants:
  - must have sophomore standing or higher
  - must have a minimum cumulative GPA of 3.0
  - must receive a faculty recommendation that speaks to their writing abilities

Please note: students of all majors are encouraged to apply, but preference is given to English, English Education, and Communication majors.