

University of Dubuque
Student Employment Opportunities

JOB TITLE:	PEER TUTOR
Department:	Academic Success Center
Location:	Academic Success Center
Supervisor:	James Drury
Supervisor Phone Number:	563 589 3679
Supervisor email:	jdrury@dbq.edu
Job Description:	<p>Peer Tutors and Peer Writing Consultants provide assistance with course concepts or specific assignments as they help guide students in becoming self-determined, motivated, and independent learners.</p> <p>Essential Duties & Responsibilities:</p> <ul style="list-style-type: none"> • Meet with students one-on-one or in small groups to work on specific course material. • Integrate effective study and learning strategies as needed in tutoring sessions. • Complete tutor/consultant orientation and on-going training as established by the appropriate professional mentor. • Establish and maintain regular work schedule convenient both to the tutor/consultant and to the needs of the ASC. • 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. • Assist with additional duties as needed: researching and developing resource materials, covering the front desk, answering phones, contributing to the ASC newsletter, helping students make appointments, etc. • Maintain ongoing communications with the ASC Director, Professional Staff, and Administrative Assistant as appropriate to assist students and maintain job integrity. • Help administer all general ASC policies. <p>Position Requirements:</p> <ul style="list-style-type: none"> • 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. • Peer Subject Tutors: <ul style="list-style-type: none"> ○ must earn a 3.5 or better in the course they wish to tutor ○ must earn a minimum overall GPA of 3.0 ○ must receive a faculty recommendation for each course for which they plan 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>Note: students of all majors are encouraged to apply but preference is given to English, English Education, and Communication majors</p>