PEER TUTOR JOB DESCRIPTION

Supervised by Coordinator of Learning Assistance/ Academic Support

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<tr>
<th>Middletown Tutorial Center: Eileen Burke</th>
<th>Newburgh Learning Center: Sarah Gardner</th>
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<tr>
<td>Location: Library 2nd Floor</td>
<td>Kaplan Hall 2nd Floor</td>
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<tr>
<td>Telephone: 341-4520 or 4171</td>
<td>341-9032 or 9504</td>
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<tr>
<td>Email: <a href="mailto:eileen.burke@sunyorange.edu">eileen.burke@sunyorange.edu</a></td>
<td><a href="mailto:sarah.gardner@sunyorange.edu">sarah.gardner@sunyorange.edu</a></td>
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Peer Tutors are expected to:

- Provide individual tutoring sessions as scheduled.
- Reinforce material that the course instructor has presented in class.
- Facilitate learning as a guide and coach to assist the student to become a successful, independent learner.
- Assist in the integration of effective learning and study strategies to maximize the student’s potential for academic progress.
- Facilitate an increase in student mastery of concepts or applications of a specific course of study.
- Maintain ongoing communications with the Coordinator of Learning Assistance Services including the issue of referrals to other appropriate college resources as needed.

RESPONSIBILITIES

- Tutor students in specific course material and integrate study and learning strategies to promote independent learning.
- Arrive on time and conduct sessions in a professional manner.
- Foster academic integrity.
- Participate in tutor training meetings.
- Meet with supervisor at least once during the semester to discuss self-assessment.

POSITION REQUIREMENTS

A Peer Tutor must demonstrate an ability to quickly establish rapport and communicate well with students. A Peer Tutor must have earned a 3.0 or better in the course they wish to tutor and receive a faculty recommendation for each course that he/she plans to tutor. Tutors must maintain a minimum overall GPA of 3.0.

RATE OF PAY

- $8.75/hr. paid to a tutor who is a college student and does not have an advanced degree
- $9/hr. paid to a tutor who is a college graduate with an Associate’s degree or a college student or graduate who has completed more than 72 credits towards a Bachelor’s degree