Type: Peer Tutor

Contact: Tracy Elliott, Tutor Coordinator

Hours Per week: 2-10

Positions available: Varies

Description:
Peer Tutors are responsible for individual to small group (3-5 students) tutoring sessions in the courses they are hired for. Peer tutors provide leadership in tutoring sessions to promote student success.

JOB DESCRIPTION:
- Plan and prepare for tutoring sessions weekly to assist peers with study skills and review course content.
- Ability to communicate with peers on a professional level.
- Work with the Professionals in the Academic Success Center and communicate with Faculty as needed to ensure integrity of tutoring sessions.
- Attend trainings each semester.
- Knowledge of tutoring skills and ability to accommodate different learning styles.
- Maintain attendance records and complete session notes after each tutoring session.

QUALIFICATIONS:
Seeking a dependable, reliable and responsible team member with the ability to listen, help others and maintain confidentiality.
- Applicants must have taken the course they apply to tutor with a grade of A or higher and possess a cumulative GPA of 3.0 of higher.
- Common courses in which tutoring is requested are: BIO 101 Biology, CHM 141 Chemistry, MAT 125 Algebra, MAT 210 Statistics, MAT 097 Fundamentals of Math, MAT 180 Pre-calculus, ACC 101 Financial Accounting.
- Excellent written, oral, interpersonal, and leadership skills.

HOW TO APPLY:
Fill out the on-line application from the Academic Success Center webpage, stop by, email, or call to request an application. Submit application with your resume and 2 Faculty recommendations in the area you apply to tutor. NOTE: Only those who are selected to interview will be contacted.

Tracy Elliott: telliott@paulsmiths.edu
Academic Success Center
Joan Weill Adirondack Library Room 203
518-327-6137