

Peer Tutor Job Description

Qualifications

- ❖ Overall GPA of 3.0 or higher
- ❖ Competency in the varying course content, demonstrated by a final grade of B or better
- ❖ Comfort level with the subject matter
- ❖ A letter of recommendation from a Canada faculty (or faculty within the district) that can attest to your academics
- ❖ A desire to support, encourage and engage students with diverse cultural and socio-economic backgrounds including academic ability, and ages

Responsibilities

- ❖ Assist students enhance their mastery of concepts and academic skills in specific content areas
- ❖ Coach those receiving tutoring services in areas including but limited to: study skills, note taking, organization and time management
- ❖ Enhance confidence with encouragement and support
- ❖ Comply with the Student Code of Conduct
- ❖ Exhibit professional behavior at all times
- ❖ Maintain accurate service records for payroll and program requirements

Tutoring Sessions

- ❖ Drop-In
- ❖ Small Group
- ❖ Embedded/EPIC/DRC
- ❖ One-on-one Appointment

Compensation/Benefits

- ❖ \$12.00 per hour
- ❖ Flexible hours and scheduling
- ❖ Reinforcement of your own knowledge and skills
- ❖ Opportunity for practical, viable teaching experience
- ❖ The chance to meet fellow students
- ❖ An addition to notable work experiences

Application

- ❖ Applications are located in Writing Center room 9-219A, the front desk of the Learning Center or ask your professor.
- ❖ Faculty recommendation must be submitted with the application
- ❖ Return applications to Julian Taylor, Tutor Coordinator, in 9-219A (incomplete applications will not be processed)

For further information:

Julian Taylor
Tutor Coordinator
Email: taylorj@smccd.edu
Office Phone: (650)306-3459