Peru State College

Student, Part-Time, and/or Temporary Employment

Job Description

Title: Tutor

Purpose: Assist students in developing academic strategies that promote independent learning.

Duties and Responsibilities: Tutors provide academic assistance to students through one or more of the following venues:

1. Individualized tutoring
2. Supplemental Instruction
3. Lab tutoring for high-demand courses
4. Tutor-facilitated study groups
5. Distance tutoring
6. Disability accommodation tutoring

The successful applicant must meet any requirements for minimum GPA, enrollment status, and credit completion that have been established by the employing program/department. In most instances, to qualify to tutor for a specific course, the student must have completed the course with a minimum grade of B and be approved by the course instructor or another faculty member in the discipline. The requirement for faculty approval may be waived for tutors who have completed college degrees in the discipline or who transfer in similar courses from other institutions with grades of A. Only with the explicit approval of the course instructor is a tutor allowed to receive payment for tutoring a course in which he or she is currently enrolled.

All tutors must participate in tutor training. Additional responsibilities include: attending tutor meetings, accurately recording all work hours and required details of student contact; seeking input from course instructors regarding learning strategies to encourage; and safeguarding student confidentiality.

The preceding is a brief general description of the duties and responsibilities associated with this position, and may be subject to modification by the supervisor.

Preferred Qualifications: Successful applicants should demonstrate understanding and application of study strategies, have excellent time and organizational skills, be able to communicate effectively, and demonstrate sensitivity to the needs of diverse learners. Preference is given to applicants who are qualified to tutor for multiple courses within a discipline and/or across several disciplines. To tutor for TRIO-SSS, a background similar to the target population and/or demonstrated sensitivity to the needs of underrepresented students and an understanding of the history and goals of the Student Support Services program are preferred.

Wage Rate: Wage rates are listed on the current job title and pay scale table. Please visit with the Director of Financial Aid for specific information.
**Dates of Employment**: Dates of employment will generally conform to the beginning and ending dates of the academic term, or in certain instances will be determined by the Director of Financial Aid.

**Supervision**: Supervision will be provided by the director/ supervisor of the area to which the worker is assigned, or by said individual’s designee.