



## **Peer Tutor Job Description**

### **Peer Tutor Role:**

The role of the Peer Tutor is to support the academic development of the student being tutored by assisting in the understanding of concepts in a specific course. Sessions will take place on campus during predetermined times where both Peer Tutor and student are available. Peer Tutors provide expertise, experience, and encouragement. Peer Tutors do not provide “answers” but rather assist in the learning process.

### **Qualifications:**

- Must be a registered Fanshawe student or recent graduate
- A grade level of B or greater in courses they choose to tutor
- Strong interpersonal, problem solving, communication, and time management skills
- Must be recommended by a faculty member regarding class attendance and participation
- Respect for Confidentiality
- An openness to diversity
- Attend a mandatory Peer Tutor training session

Under no circumstances can a Peer Tutor have any direct input into the content and structure of any evaluated assignment/reports/projects etc.

### **Peer Tutor Responsibilities:**

- Check telephone and email messages on a daily basis and respond to tutor inquiries in a timely manner
- Schedule tutorial appointments with students including missed or cancelled sessions in a timely manner
- Keep accurate records of all sessions including date, time and tutor/student signatures on the contract
- Submit contracts immediately upon completion.
- At no time can a Peer Tutor work over 24 hours per week total

### **Benefits of Peer Tutoring**

- Peer tutoring is a paid position of \$9.00 per hour
- Build your resume and gain valuable work experience
- Strengthen communication, interpersonal and problem solving skills
- Increase academic skills
- Develop a sense of accomplishment from helping others
- College and student life involvement

**Peer Tutors are required to report any concerns with a match immediately to the Peer Services Coordinator and to communicate any change in personal information and availability (i.e. address, phone number, e-mail, courses available to tutor).**

**Bonnie MacBean, Peer Services Coordinator - Telephone 519-452-4430 ex 4959 - Rm F2010**

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