

## ESS Peer Tutor POSITION DESCRIPTION



### Educational Services for Students (ESS)

#### Case Western Reserve University

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**RESPONSIBILITIES:** Peer Tutors complement the professor's work with students during tutoring sessions. During individual sessions, peer tutors help students understand their strengths and weaknesses regarding the subject matter and provide tips to improve their academic skills.

#### Qualifications

Peer Tutors must have competency in the chosen subject matter by earning at least a "B" in the course and obtaining professor recommendation. Additional competencies necessary are time management, study skills, listening, communication, and interest in helping students. Peer Tutors must also have a minimum overall 3.25 GPA.

#### Training

All tutors attend a tutor orientation program at the beginning of the semester and advanced training sessions as required throughout the semester.

#### Time Commitment

The tutoring position requires a commitment of seven to ten hours of available tutoring sessions per week. Tutors maintain appointment data in TutorTrac.

#### Scheduling

Each week, tutors enter "appointment availabilities" in TutorTrac that accommodate both personal schedules and those of the courses they are tutoring. Tutors schedule seven to ten hours of availability per week on a by appointment only basis.

#### Compensation

Tutors earn \$9.50 per hour. Tutors are paid for tutoring sessions, training, meetings, and administrative duties.

#### Benefits

The rewards of tutoring extend beyond pay. As tutors collaborate with students, faculty, and professional staff, they enter new roles with everyone involved in the campus learning community. Their potential for graduate school acceptance improves as does their opportunities for receiving teaching assistantships once enrolled in graduate school. Tutors get a good review of basic material in their discipline which can be useful in preparing for the GRE.