

ORANGE COUNTY COMMUNITY COLLEGE
Learning Assistance Services/Academic Support

PEER TUTOR JOB DESCRIPTION

Supervised by Coordinator of Learning Assistance/ Academic Support

Middletown Tutorial Center: Eileen Burke Location: Library 2 nd Floor Telephone: 341-4520 or 4171 Email: eileen.burke@sunnyorange.edu	Newburgh Learning Center: Sarah Gardner Kaplan Hall 2 nd Floor 341-9032 or 9504 sarah.gardner@sunnyorange.edu
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Peer Tutors are expected to:

- Provide individual tutoring sessions as scheduled.
- Reinforce material that the course instructor has presented in class.
- Facilitate learning as a guide and coach to assist the student to become a successful, independent learner.
- Assist in the integration of effective learning and study strategies to maximize the student's potential for academic progress.
- Facilitate an increase in student mastery of concepts or applications of a specific course of study.
- Maintain ongoing communications with the Coordinator of Learning Assistance Services including the issue of referrals to other appropriate college resources as needed.

RESPONSIBILITIES

- Tutor students in specific course material and integrate study and learning strategies to promote independent learning.
- Arrive on time and conduct sessions in a professional manner.
- Foster academic integrity.
- Participate in tutor training meetings.
- Meet with supervisor at least once during the semester to discuss self-assessment.

POSITION REQUIREMENTS

A Peer Tutor must demonstrate an ability to quickly establish rapport and communicate well with students. A Peer Tutor must have earned a 3.0 or better in the course they wish to tutor and receive a faculty recommendation for each course that he/she plans to tutor. Tutors must maintain a minimum overall GPA of 3.0.

LEVELS AND RATE OF PAY

Peer Tutor Level 1:

Peer Tutors who are currently students and do not have an advanced degree receive \$8.00/hour.

Peer Tutor Level 2:

At the Coordinator's discretion, peer tutors who have an Associates Degree or greater than 72 college credits in a related field of study receive \$9.00/hour.