Peer Tutor Job Description

Term: Fall or Spring
Position Working Title: Peer tutor
Department: Office of Academic Success OR Summit Scholars – TRIO Student Support Services

Peer tutors are undergraduate students who facilitate course-based review sessions to individuals or small groups of up to five students wishing to enhance their study skills. Tutors have demonstrated excellence in the course content and have completed a tutor training.

Peer tutors actively engage students in discussions/activities that promote a deeper understanding of course concepts. For example, they may:
- Ask questions that encourage students to verbalize and expand on their thinking
- Create activities that help students reduce complex issues into smaller parts
- Prepare practice sheets of carefully selected problems that reflect the content of the week's lectures
- Encourage students to consult their notes or textbooks for clarification
- Redirect questions back to the group

Students in the tutoring session have a chance to share study strategies, predict exam questions, and prepare answers to questions from lectures under the guidance of an experienced peer.

Job duties
- Conduct one or two 50 minute study sessions per week throughout the term
- Assist students academically by:
  - Providing meaningful study activities and handouts
  - Establishing a rapport conducive to positive group interactions
  - Respecting differences in background, opinion, ability, motivation, and desires
  - Maintaining confidentiality of records, grades, and other protected information
- Attend and actively participate in scheduled training sessions and staff meetings
- Accurately maintain attendance records and submit required documentation in a timely manner
- Notify the office in advance if unable to work a scheduled study session
- Serve as a respectful and positive representative of the Office of Academic Success or Summit Scholars – TRIO Student Support Services program

Essential knowledge, skills and abilities
To be eligible for consideration, applicants must:
- Be enrolled as a University of Minnesota, Morris student who is registered for a minimum of 6 credits
- Maintain a 3.0 UMM grade point average
- Have earned a minimum of “B+” (or demonstrated equivalent competency as determined by discipline faculty) in the supported course
- Be recommended by discipline faculty
- Demonstrate strong communication and interpersonal skills
- Demonstrate enthusiasm for education and helping others
- Be available to work 4-8 hours per week

Compensation
Summit Study Group tutors earn $10.50 per hour. In lieu of wages, students may choose to serve as a tutor for credit.

The employer reserves the right to modify, change or add to the duties of this position, consistent with the classification description, at any time.

The University of Minnesota shall provide equal access to and opportunity in its programs, facilities, and employment without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression. If you need accommodations to fully participate in this opportunity, contact the Office of Academic Success at oas@morris.umn.edu.

Last updated: 7/28/2020