Position: Peer Tutor

Hiring Department: Academic Skills Office, Gage Center

Hiring Supervisor: Julie Vang

Job Description

Peer tutors assist students in understanding course concepts through the use of inquiry in a one-on-one or small group setting. Tutors also model good study habits and the use of higher level thinking to assist students in becoming self-directed learners.

Required Skills

- o Great communication skills including the ability to listen and to use guided questions to aid in student learning.
- o Exceptional interpersonal skills including the ability to be patient and encouraging while still reinforcing course requirements.
- o Proven reliability to follow up with students, attend scheduled meetings on time, and fill out necessary paperwork.
- o Ability to work with students with varying needs and at different levels of understanding.
- o Comfortable working with students both one-on-one or in a small group setting.

Required Experience

Peer Tutors must be current Augsburg students with expertise in the course/subject being tutored. Tutors are required to receive a recommendation from a faculty member in the course/subject they are interested in tutoring. Prior tutoring experience (whether formal or informal) is helpful, but not required.

Hours per week: Hours are flexible as they are coordinated according to you and the student's schedule. Tutoring services will match you with student requests as they come in, therefore, how many hours per week depends on the tutoring demands.

Application Process

Students interested in applying must complete the following steps:

1. ***Provide a recommendation from the professor in the course/subject area.*** Professors may email tutor@augsburg.edu with a brief statement indicating support for your ability to tutor and indicating specific course(s). Or students can have professors sign the recommendation page (attached). Return the professor recommendation sheet to the Tutor Coordinator in 206 of the Library or the Gage Center wooden box. ***If the professor who taught that course is no longer at Augsburg, you may ask another professor in the department who knows you well and can attest to your abilities.***

2. **Send an email to tutor@augsburg.edu** expressing your interest in becoming a tutor. Please include **full name, course number/titles(s) that you are interested in tutoring, phone number, and recommending professor.**

3. Apply for the position entitled **"Student: Academic Enrichment Tutor/Supplemental Instructor (89479)"** online on "On-Campus Student Jobs."

Professor Recommendation

Student Name: _____

Student ID Number: _____

Student Email: _____

Courses Student wishes to Tutor (ex. BIO 102) _____

Faculty Name: _____

As a previous instructor of the course listed above (or as a faculty member from the same department

as the course above), I recommend student _____, as a peer tutor in the course(s). I

believe this student possess the qualities of being a great tutor and is a role model for their peers.

_____   _____
Faculty Signature   Date

_____   _____
Student Signature   Date