

 Peer Tutoring Program

# Program Overview

Academic Success Center Peer Tutors are a select group of Westminster College students who foster improved academic performance, not only in specific subject areas but also in active learning strategies. Working one-on-one and in small groups with fellow students, Peer Tutors support — but don’t replace — lecture, lab and office hours by assisting with homework, projects and assignments. Peer Tutors also empower their peers by teaching them academic skills and strategies that will allow them to gain independence as a learner.

# Job Description

* Complete online training course and additional in-person training prior to the start of the academic year, along with additional training throughout the fall and spring semesters.
* Conduct subject-specific tutoring sessions during drop-in tutoring hours (7-9 p.m. Sundays-Thursdays) and/or during individual tutoring sessions.
* Maintain a calendar of a minimum of 6-8 available hours for individual tutoring sessions on Tutor Matching Service (TMS), an online scheduling system. The hours spent in scheduled appointments on TMS must correspond to a payroll appointment record, which is turned in monthly.
* Log every tutoring session conducted in the ASC my.westminster check-in page.
* As needed, organize and facilitate small group tutoring sessions for specific classes, including coordinating efforts with professor and ASC coordinator.
* Ensure that tutoring spaces are maintained in a clean and orderly fashion after each tutoring shift or session
* Serve as an ambassador for the Academic Success Center, promoting its mission and services across campus, such as during promotional events and academic workshops.
* Complete a self-evaluation form and a peer observation of another tutor each semester. The information from these assessments will form the basis for a required Peer Tutor evaluation meeting with the Peer Tutor Coordinator.
* Maintain confidentiality of student issues and concerns.
* Maintain a professional demeanor and high ethical standards in all job-related activities.

# Minimum Requirements

* Dedicated interest in supporting the success of other students
* Ability to connect with and respect students from a variety of backgrounds
* Strong oral and written communication skills
* Proven successful student habits and behaviors
* Demonstrated knowledge of course content
* Minimum 3.0 Cumulative GPA or 3.25 GPA in major/subject in which you want to tutor
* Recommendation of a Westminster faculty member in the area(s) in which you want to tutor
* Availability for mandatory tutor meeting and training sessions prior to the start of the academic year and throughout the fall and spring semesters

# Outcomes

* Develop communication and listening skills
* Improve ability to think quickly under pressure
* Increase ability to manage learning and study strategies, as well as stress and time management skills
* Refine subject-specific knowledge and understanding
* Foster leadership skills
* Receive training in academic support areas