

Classification Description

Job Title: Academic Support Peer Tutor

Pay Grade: Student

Job Code: 8102A

FLSA Status: Non-Exempt

Job Purpose

The Academic Support Peer Tutor provides tutorial assistance to FSW students for various academic courses and within a Peer Tutoring Center location or in other campus approved locations. A trained Peer Tutor provides supplementary instruction/content tutoring in assigned courses, assists in the integration of effective learning and study strategies, and encourages student tutees to strive for academic independence. A Peer Tutor provides a non-judgmental, confidential, and supportive academic interaction to students who seek tutorial services. This position works directly under the coordinator/supervisor of peer tutorial services and may be assigned specific tasks designed to enhance training or services. Each Peer Tutor serves as a representative of the College's tutoring services to the student body, faculty, and staff, and thus also is expected to act as a role model both in and out of the Peer Tutoring Center.

General Responsibilities

Essential Functions

Tutors students in specific course material and integrates study and learning strategies to promote independent learning.

Encourages students to develop a systemic approach to studying that will serve them in many courses.

Tutors FSW students in a variety of courses according to the tutor's skill set and grades.

Provides assistance on a walk-in or appointment basis as requested.

Assists with workshops, mentoring activities, classroom presentations, or other program-related activities for the peer tutoring program.

Participates in all training and job orientation activities as directed.

Maintains a satisfactory grade point average as specified; and obtains appropriate tutorial credential, such as CRLA and/or ATP, in a timeframe as designated by supervisor.

Meets with supervisor a minimum of once per semester for performance evaluation.

ACADEMIC SUPPORT PEER TUTOR

Provides general assistance to students utilizing the center services and performs other tasks as directed.

Complies with the Florida SouthWestern State College student code of conduct, Academic Support Center policies, and FERPA regulations.

Assists with daily recordkeeping and housekeeping activities.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Must be currently enrolled in classes at Florida SouthWestern State College (exceptions are made for summer terms, as long as the student has not graduated).

Must currently have and maintain a minimum cumulative GPA of 3.0 or higher.

Must be recommended by at least one faculty member in at least one of the approved content courses to be tutored.

Must be in good disciplinary standing with the College.

Excellent time management, organizational, and communication skills.

Must be reliable, responsible, confident, and sincere.

Demonstrated ability to:

- Relate well with the students, faculty, and administration.
- Use computers, email, and commonly used academic programs.
- Work with groups of diverse individuals and be a team player.
- Employ strong customer service skills.
- Work in a fast-paced, demanding environment.
- Show leadership qualities and behaviors.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical:	Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.
Environmental:	Normal general office.
Mental:	Routinely requires the ability to interpret, analyze and perform critical thinking skills.
Approved:	July 3, 2019.