EASTERN NAZARENE COLLEGE
STUDENT WORKER JOB DESCRIPTION

Job Title: CAS Peer Tutor
Department: Center for Academic Success
Reports To: David Restrick
Approved By: Trina Bryant
Updated: 1/25/2018

SUMMARY:
Peer tutors assist and coach their fellow ENC students in becoming more successful and independent learners. Peer tutors help students to develop effective learning and study strategies, while at the same time helping to clarify and/or reinforce course content, assignments and materials in specific subject areas. All tutors are expected to follow proper tutoring procedures as indicated in the CAS Employee Handbook and in initial training sessions. As a representative of ENC peer tutors will adhere to the same standards as any ENC employee.

CAS Tutors may be expected to work a minimum of 4 hours or as many as 8 hours per week between drop-in tutoring times and one-on-one appointments.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must have completed at least two semesters at ENC
- Received at least a B+ in the subject(s) he/she tutors
- Demonstrate knowledge and competence in the subject matter
- Be able to explain concepts to others effectively
- Maintain a minimum overall GPA of 3.0
- Exhibit excellent interpersonal and communication skills
- Work comfortably with people from diverse backgrounds and cultures
- Possess good good organizational skills and complete paperwork in a timely manner
- Display commitment to academic excellence, integrity, and student success

RESPONSIBILITIES:

- Training:
  - Complete the CAS online training and orientation prior to employment (trainees are paid for the training)
  - Attend monthly meetings and trainings for tutor professional development
• **Drop-In Tutoring Service:**
  o Provide support to students through drop-in tutoring in your specific content area (Bio/Chem, Physics/Comp Sci, Religion/GenEd, Math.)
  o Work up to two, two hour shifts per week, typically in the evenings.
  o Offer assistance with content and developing study skills and strategies.
  o Help students set academic goals that will assist in their academic success.

• **One-on-One Appointments:**
  o Work with assigned tutees on an as-needed basis helping them with content specific to a specific course.
  o Work with tutees to develop a tutoring plan that fits the student’s individual needs.
  o Prepare for tutoring appointments by reviewing materials and developing a plan for the session.
  o Prepare tutoring sessions to ensure the tutee’s academic development.
  o Assess and report the tutee’s progress throughout the semester to CAS staff through the use of MyWCOOnline.

• **Communication:**
  o Communicate regularly with supervisor regarding tutoring questions or issues
  o Reply to all email communication from supervisor, CAS professional staff, and fellow tutors within 24 hours.
  o Notify supervisor of any schedule conflict; contact fellow tutors for shift coverage (if applicable).
  o Regularly communicate with assigned tutee(s) to ensure progress is being made.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to:
- Sit for at least 1 to 2 hours, and communicate directly with their student
- Engage in thoughtful dialogue with the student, asking opening ended questions
- Use a computer for at least 5 minutes to schedule/reconcile tutoring appointments
- Maintain a collegial working environment, and mitigate any negative responses from the student.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Tutoring appointments are held in the Tutor Center in Nease Library and the noise level will range from quiet to moderate. Drop-in tutoring will be held in a secure campus location (such as a classroom building) that provides an atmosphere conducive to student participation in the learning process.