

**FEDERAL WORK-STUDY JOB DESCRIPTION
COX COLLEGE
1423 N JEFFERSON
SPRINGFIELD, MO 65802**

Peer Tutor

JOB TITLE: Peer Tutor

DEPARTMENT: Student Services

REPORTS TO: Director of Student Support **RATE OF PAY:** \$9.50 per hour, individual session;
\$11.15 per hour, group session

LENGTH OF EMPLOYMENT

The student will be allowed to work in the Federal Work-Study program until his/her funds have been exhausted for the current fiscal year or until he/she resigns or has been terminated for disciplinary reasons.

JOB SUMMARY/PURPOSE:

Coordinated through the Academic Resource Center for specific courses that present academic challenges for students, the Peer Tutor is under the supervision of the Director of Student Support. The Peer Tutor is a student of Cox College who has an exceptional knowledge and understanding of course material and has the ability to work one-on-one and/or with small groups of students.

PRIMARY RESPONSIBILITIES:

The Peer Tutor assists students and faculty and plays an important role in helping students succeed academically at the college. The peer tutor should meet the following expectations:

- Read the Peer Tutor Training Manual completely and understand the expectations therein.
- Provide a schedule of days/times when the ARC can schedule tutoring appointments.
- Ask for help (recommendations, suggestions, study helps, etc.) from the course instructor, if needed.
- Keep a tutoring timesheet and attendance sheet, and turn them in to the Director of Student Support every two weeks (**Be sure to have the tutee(s) sign the attendance sheet at every session.**)
- Have the tutee fill out a tutor evaluation sheet, if desired, and return it to the ARC.
- Give adequate notice to the ARC when unavailable to fulfill tutoring obligations and/or expectations.

MINIMUM SKILLS REQUIRED

To perform this job successfully, an individual must be able to perform each essential task or duty satisfactorily. All job requirements listed indicate the minimum expectations deemed necessary to perform the job proficiently. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Maintain open and honest communication in order to facilitate a positive learning environment.
- Have an attitude of service and empathy, being able to work with students in an encouraging, helpful way.
- Successful course completion with an A or B grade on midterm and final grades
- Cumulative GPA of at least 3.0
- Ability to share knowledge, time and talents with others
- Ability to be dependable, responsible, punctual, prepared and organized
- Maintain confidentiality.

See §675.18 Federal Work Study Regulations

Rev. 08/27/2014