



Student Tutor Job Description

Summary:

Peer tutoring is an essential component of Chatfield's mission to empower students who might best succeed within our supportive, small college experience. Student tutors provide help to individuals or groups of students in a non-judgmental, non-threatening manner and setting, maintaining confidentiality at all times. Student tutors complete tutor specific training (will be compensated for time spent training), maintain accurate tutoring records and log the time spent tutoring or being available to tutor into PayCor to facilitate payment. Data collected and submitted by tutors and tutees will be utilized to determine the success of the program and areas for improvements.

Responsibilities:

- Participate in tutor training & meetings (not to exceed 10 hours/semester)
- Provide tutoring to Chatfield students on campus
 - Schedule & hold weekly or bi-weekly tutoring sessions
 - Offer assistance with developing study strategies
- Submit weekly confidential tutoring data to Program Coordinator
- Enter hours spent tutoring/available for tutoring into PayCor weekly
- Contact Program Coordinator if unable to attend scheduled tutoring session
- Maintain confidentiality

Qualifications:

- 18 years old or older
- Completed 12 credit hours at Chatfield College
- Current Chatfield student
 - Minimum GPA of 2.5
 - Successfully completed the course (A or B) or a higher-level course in the subject area to be tutored
 - Class attendance record greater than 90%
- Demonstrates high level of responsibility, reliability and punctuality
- Good organizational and time management skills
- Ability to explain concepts to others effectively
- Appropriate and professional behavior at all times
- Pass a background check
- Recommendation from an instructor of each course being tutored

Schedule: Flexible; hours may vary week to week, semester to semester