Delaware County Community College

Peer Tutor Job description

**Department:** Learning Commons                      **Position Title:** Peer Tutors
**Contact Person:** Jill Keithly                      **Location:** All campuses
**Office:** Room 4522                                 **Days and hours:** based on need
**Phone:** 610-359-5193                                **Pay Rate:** $10.00

**Position Description:** Peer tutors provide academic support and study skills resources to students on an individual and/or small group basis.

**General Duties**
- Meet with students on a one-to-one, small group, drop-in, or classroom tutoring format(s) to provide learning assistance
- Work with tutees and faculty to reach independent learning and academic goals
- Utilize effective tutoring techniques to meet students’ needs
- Attend mandatory tutor training sessions and meetings
- Complete all tutoring documentation forms and submit them on a timely manner
- Communicate issues, concerns, and suggestions with Assistant Tutor Coordinator
- Notify Tutor Coordinator when unable to work schedule
- Maintain professional behavior, communication, and attire at all times
- Preserve student confidentiality
- Performs additional duties as needed such as covering the front desk in tutoring areas, assist students signing up for tutoring, and other clerical duties

**Skills and Requirements**
- Updated resume
- An earned A in the subject to be tutored
- Written recommendation from a faculty member of each course you wish to tutor
- Overall GPA of 3.00 or higher
- Confident on the subject being tutored
- Excellent interpersonal communication skills and able to relate to people from varying educational, cultural, and social backgrounds.
- Good level of responsibility, reliability, organization, and punctuality
- Current enrollment or registration as a DCCC student
- Must have passed a minimum of 67% of courses attempted