Job Title
Peer Tutor

Reports To
The Student Development Center’s Peer Tutoring Coordinator, as well as to the department Director and Assistant Directors.

Job Overview
The primary role of the tutor is to offer students assistance with academic skills, subjects, and courses by helping the student "learn how to learn" on his or her own. As a facilitator, a coach, peer tutors are empowering students to help themselves. Tutors do not give answers, but help the tutees learn to find answers for themselves. They are a resource for other students, someone who can assist with developing problem-solving and decision-making skills, and finding alternative resources. Peer tutors also assist students who seek help with improving their self-confidence, which is a key factor in improving academic performance.

Responsibilities and Duties
- Facilitate student learning by clarifying specific course content, modeling the use of appropriate study strategies, and assisting students in becoming independent learners.
- Model appropriate professional behaviors and attitudes.
- Work a minimum of 4 hours per week.
- Be on time and prepared for all tutoring hours.
- Maintain confidentiality on academic matters tutees may disclose (grades, complaints, etc.).
- Attend and participate in all required SDC tutor training sessions.
- Assist with accurate recording of tutoring services (departmental statistics).

Qualifications
- Must be a current WWU student.
- Must have a minimum cumulative GPA of 3.25.
- Must have a minimum GPA of 3.5 in the subject area for which they will tutor.
- Must meet additional subject-specific qualifications.
- Must have at least 2 positive recommendations received from WWU faculty or staff.
- Must possess effective communication and interpersonal skills.
- Must commit to working for the entire academic year (September – June).