



## ***SOCL 226: Social Statistics Group Tutoring Peer Leader~ Job Description***

### **Academic Services and Learning Resources, Spring 2020**

Pay rate for peer tutors is \$12.75/hour; weekly hours vary based on availability

#### **Minimum requirements**

All Academic Services and Learning Resources' peer tutors must:

1. Be currently enrolled at College of the Holy Cross
2. Meet the employment criteria of the College
3. Be recommended by Faculty/Staff or provide Faculty/Staff references
4. Interview with the Academic Services Fellow
5. Complete Tutor Training

#### **Primary Activities**

1. Develop and implement weekly group tutoring sessions that support current classwork
2. Aid students in understanding course material in a collaborative group setting
3. Attend scheduled meetings
4. Regularly meet with the Assistant Director for Academic Services and Learning Resources for debrief sessions:
  - a. Discuss the planning of peer tutoring sessions using a wide variety of learning strategies
  - b. Address problems or potential problems
5. Meet weekly with SOCL 226 professor to:
  - a. Be current with course progress material and activities
  - b. Receive additional practice problems or materials
  - c. Understand areas of student difficulty, misunderstanding
6. Maintain confidentiality of student information, uphold the College's policies on Academic Honesty and Title IX

#### **Secondary Activities**

1. Attend tutor training (generally within the first two weeks of classes as well as a limited number of training dates during the term—paid time)
2. Complete necessary personnel paperwork for employment and payroll
3. Notify the Academic Services Fellow in advance if you cannot attend shift as scheduled
4. Uphold the rules and policies of Academic Services and Learning Resources' peer tutoring programs
5. Communicate rules and policies to tutees as necessary
6. Work with the Academic Services Fellow for scheduling of tutoring shifts
7. Maintain a professional attitude about matters such as class standards, grades, and student feedback
8. Refer students to other campus resources for help, as appropriate
9. Ensure that student evaluation forms are distributed and assist with data collection, if requested
10. Maintain tutoring session records
11. Be sure the room used for your tutoring is cleaned up and ready for use by others after your session