

## **P2P Tutor Job Description:**

Learning Consultants provide personalized academic assistance and course-specific tutoring to help students develop the study skills and strategies necessary to be successful in their classes. The most common courses supported are introductory business, mathematics, and science courses as well as writing intensive core curriculum courses. Learning Consultants typically work 5-15 hours per week.

### **Minimum qualifications:**

- Currently enrolled TAMU-CC undergraduate student
- Sophomore, junior, senior, or graduate classification
- Minimum 3.0 overall TAMU-CC GPA
- Must be in good disciplinary standing at the university
- Excellent written and verbal communication skills
- Recommendation from faculty at TAMU-CC
- Grade of "A" in all courses tutored within last semester (Only Director Approved Exceptions)

### **Tutoring and Programming Responsibilities (85%):**

- Provide academic tutoring and writing assistance to undergraduate students
- Facilitate the development of effective study skills and strategies
- Conduct one-one-one, small group, and walk-in tutoring sessions
- Participate in mandatory pre-semester training and regularly scheduled meetings and trainings throughout the long semesters
- Facilitate academic skill development workshops
- Promote and advertise tutoring services on-campus
- Lead review sessions as requested by faculty
- Assist students in setting short- and long-term academic goals
- Refer students to other student support services on campus as needed
- Maintain a professional attitude at all times

### **Administrative and Miscellaneous Responsibilities (15%):**

- Keeping accurate records of hours worked, tutoring appointment notes, and student progress notes
- Reporting any issues that arise to your supervisor in a timely manner
- Ensure that tutoring spaces in assigned centers are maintained in a clean and orderly fashion after each shift
- Other duties as assigned

### **Pay:**

Starting pay \$10.00/hour for non-Math or Science Major/\$11.00/hour for three approved Non-Math or Science Majors, or Math/Science dual major combination

\*Learning Consultants will have a minimum of five hours/week of walk-in peer tutoring per availability based on demand and major, and up to max of 16-20 hours per week (dependent on Assistant Director or Director Approval and tutorial demand). The remaining worked hours will be appointment based (paid per appointment), working on special projects, or facilitating workshops.