



Job Title: Peer Tutor

Reports to: Coordinator/Tutoring & Learning Services

Division/Department: Tutoring & Learning Services

Position Summary:

A peer tutor's primary responsibility is to provide individual or group assistance to students who desire to improve their understanding, class standing, and academic study skills in a particular course.

Essential Responsibilities and Competencies:

- Conducts tutorial sessions
- Assesses students' academic needs
- Documents student progress and outcome of tutorial sessions
- Keeps accurate and up-to-date records of tutorial sessions
- Advises students on proper study skills and habits
- Attends scheduled meetings and workshops
- Maintains precise records of tutoring hours
- May assist students who have academic accommodations
- Helps to keep the area well-ordered and tidy
- May help with setting up and assisting with workshops
- Helps to promote services throughout the college
- Refers special student problems or issues to learning center staff
- Maintains a professional, friendly attitude
- Performs other duties as needed

Updated 02/29/2024

07/24/2019

Knowledge, Skills, and Abilities:

- A 3.0 overall GPA is preferred
- Has earned a B or better in the course(s) he/she will tutor or demonstrates exceptional understanding of a subject area while in a course
- Ability to maintain confidentiality while performing job responsibilities
- Excellent customer service and interpersonal communication skills
- Ability to work with a diverse population while exercising discretion and good judgement
- Provides recommendations from faculty, counselor, or other Westmoreland personnel
- Required PA child abuse History Clearance, Criminal Record Check Clearance, and FBI Federal Criminal History Record Clearance
- Capable of prioritizing and working in an environment with frequent distractions

Working Conditions:

- Busy office environment
- Works in an area with frequent interruptions

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be constructed as an exhaustive list of all responsibilities, duties and skills required of individuals in this position.