**Position Title: In-class Peer Tutor**

**Company Name:** Peer Assisted Learning Support Office

**Job Location:** North & Lakeshore Campus

**Employment Term:** On Campus, Hired Per Semester

**Rate of Pay:** $14.25/hr

**Job Description**

In-class Peer Tutors provide in-class support for students having difficulty within the course which the tutor is assigned. In-class Peer Tutors provide support to student learners on an as-needed basis during in-class lectures or labs without disturbing the faculty member or other students. In-class support allows learners to seek help to review or facilitate learning of previously taught course content. Tutors can help identify areas of difficulty to student learners to aid in their ongoing learning.

**Tutors should:**

* Have an excellent understanding of their academic program
* Demonstrate good study habits, positive attitude towards learning
* Possess good interpersonal skills and be able to explain course material clearly
* Demonstrate excellent level of organization, responsibility, reliability and punctuality, ability to work independently
* Have the motivation to be a helper
* Demonstrate flexibility and professionalism

**Requirement**

**Tutors must:**

* Must be a fulltime Humber College student in at least your 2nd semester
* Must have achieved 80% in the course(s) they wish to tutor
* Must maintain an overall average of 75% or higher

**Major Responsibilities**

**Tutors must:**

* Attend all training sessions for tutors, attend meetings as required
* Complete ‘Client Report Form’ after every class to review strategies used, what was covered/focused on in sessions and provide the PALS office with reporting of statistics.
* Facilitate lecture review session prior to midterm or final exams
* Conduct informal assessment with the guidance of a faculty member
* Observe and record information on student learner performance under the guidance of a faculty member
* Participate in self-evaluation each semester to be reviewed with Peer Tutoring Coordinator(s)
* Commits to working 3 to 10 hours a week as an in class tutor throughout the semester
* Be punctual for scheduled in-class tutor shifts – connect with faculty member and Peer Tutoring Coordinator in the event you cannot work a scheduled shift
* Utilize learning strategies and techniques shared during training sessions to promote independent learning
* Serve as role model for students and follow all PALS and Humber College policies
* Input hours on HRMS system
* Check email daily and respond to emails from Peer Tutoring Coordinators and/or faculty member within 48 hours.

**Comments:** Applicants must complete and submit the online application – including a cover letter, current resume, timetable, grades and Work Study eligibility form.

**We thank all applicants for their interest in this position however only those selected for an interview will be contacted.**