Position Title: Learning Centre Peer Tutor

Company Name: Peer Assisted Learning Support Office

Job Location:

Math Centre – North/Lakeshore Campus
Writing Centre – North/Lakeshore Campus
Accounting Centre – North/Lakeshore Campus

Employment Term: On Campus, Hired Per Semester

Rate of Pay: $14.00/hr

Job Description

Learning Centre Peer Tutors provide assistance with problem solving and class assignments to students enrolled in all programs at Humber and Guelph-Humber. Support is offered both online and in-person on a drop in, appointment, and roving basis. The Learning Centres allow learners to seek help to practice, review and master previously taught course content. Tutors can help identify areas of difficulty for student learners to aid in their ongoing learning.

Qualifications

Tutors should:

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

Requirements

Tutors must:

- Be fulltime Humber or Guelph-Humber students in at least their 2nd semester
- Maintain an overall average of 75% or higher
- Have a demonstrated expertise in the topic which they will be tutoring (course or credential completion)

Responsibilities

Tutors will:

- Work up to 24 hours per week as a Learning Centre Peer Tutor throughout the semester

- Be punctual for scheduled tutor shifts, and provide notice to Learning Centre Coordinators in the event you cannot work a scheduled shift
- Attend all training sessions for tutors, and attend staff meetings as requested
- Perform various promotional activities, including class visits and special events
- 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
- Participate in a self-evaluation each semester and review it with Peer Tutoring Coordinators
- Submit timesheets every two weeks, along with online time management submission
- Check email daily and respond to emails from Peer Tutoring and Learning Centre Coordinators 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.