**Position Title: Peer Tutor**

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

**Job Location:** Peer Assisted Learning Support – All Campuses

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

**Rate of Pay:** $15.15/hour

**Job Description**

Peer Tutors provide one-on-one assistance for students having difficulty with specific courses. One to one tutors will have pre-booked appointments with student learners and help student learners to practice and review previously taught course content. Tutors also provide helpful study tips 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

**Requirements**

Tutors must:

* Be a fulltime Humber/Guelph-Humber student in at least their 2nd semester
* Have achieved and/or be achieving 80% in the course(s) they wish to tutor
* Maintain an overall average of 75% or higher

**Major Responsibilities**

Tutors will:

* Attend all training sessions for tutors, attend meetings as required
* Complete ‘Client Report Form’ after tutoring appointment to review strategies used, what was covered/focused on in sessions and provide the PALS office with reporting of statistics.
* Participate in self-evaluation each semester to be reviewed with Peer Tutoring Coordinator(s)
* Be available to work 3-10 hours a week as a peer tutor throughout the semester.
* Update your availability 2 weeks in advance for student learners to book with you.
* Be punctual for scheduled tutor appointments – connect with student learner and PALS office in the event you cannot make an appointment.
* 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 time management system
* Check email daily and respond to emails from students and Peer Tutoring Coordinators within 48 hours.

**Comments:** Applicants must complete and submit the online application.

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