



## MILLS COLLEGE PEER TUTOR JOB DESCRIPTION

The peer tutoring program will provide free tutoring for Mills students in a variety of subjects. The Tutoring center will offer two types of appointments: scheduled and drop-in. All tutoring will occur on a one-to-one basis. Small group or workshops may occasionally be held depending on the availability of Peer tutors and on the suitability of the subject.

Peer tutors must be available for a minimum of 2 hours and a maximum of 10 hours per week. Tutors are students with at least a 3.0 GPA in the subject they are tutoring, with an overall cumulative GPA of 2.8 and above. Selection of tutors is based on their academic record, faculty recommendations and interviews with the Peer tutoring staff. Tutors should have strong interpersonal skills, be able to maintain confidentiality at all times and be sensitive to the needs of students seeking peer tutoring.

### General responsibilities:

- Provide one-on-one tutoring in their chosen subject area
- Integrate study skill instruction when and where appropriate
- Help student to make connections with college resources
- Refer students for additional support services
- Supply required documentation on schedule
- Maintain confidentiality
- Work collaboratively
- Abide by the Tutor code of ethics
- Attend tutor training
- Report to the Peer tutor coordinator

### Tutoring goals:

- Personalize instruction
- Promote independent learning
- Facilitate tutee insights (help students express their ideas, concepts, etc.)
- Provide student perspective on learning and student success
- Respect and be sensitive to individual differences

In addition to the above Peer tutors may be asked to assist in the development of Peer tutor-related study sessions and workshops and to instruct other Peer tutors in effective tutoring skills.

## WORK REQUIREMENTS

Peer tutors must have a Work Study award and a Student Employment Agreement. Students who do not have a Work Study award and a Student Employment Agreement may be considered for Work Study on an case-by-case exception basis.

Peer tutors will be asked to:

- Complete time sheets in an accurate and timely manner
- Check email and tutor mailbox for information
- Be prepared and be on time for all appointments

## TUTOR PAY RATES

Rates are per hour:

Entry level:	Tutor I:	\$9.00
	I+:	\$9.50
	Tutor II:	\$10.00
	II+:	\$10.50
	Tutor III:	\$11.00
	III+:	\$11.50
	Tutor IV:	\$12.00
	IV+:	\$12.50

Group tutors will be paid \$1.00 above their base pay rate.

Peer tutors begin at Level I. After one semester of tutoring for a minimum of 25 hours and participating in training, tutors may move to the next level on the pay scale. After the completion of one year of tutoring, students may be eligible to move up to Level II, Level III and finally Level IV. Students with prior experience in tutoring or are/have been a TA will enter at Level II.

*Our goal is student success.*

If you discover that you need something to fulfill that goal then please ask!