PEER LEARNING: TUTORING
Graduate Assistant Position Description

Summary of Position: The Tutoring graduate assistant in the Center for Academic Success works in concert with the Coordinator of Peer Tutoring in the planning and implementation of a variety of events and activities related to the Center for Academic Success peer tutoring (1-to-1 and drop-in) programs. This includes ongoing tutor training, tutor observations, coordinating tutor feedback and evaluations along with scheduling and cancelling appointments and maintaining information accurately in Grades First.

Position Duties
- Develop a consolidated training program for tutors brought on during the course of the semester. Assist with the coordinator and facilitation of the training sessions.
- Develop the spring training program for all tutors at the start of the spring semester.
- Conduct tutor evaluations and provide feedback throughout the semester.
- Assist students seeking tutoring assistance in scheduling or cancelling tutoring appointments.
- Maintaining tutor availability in Grades First.
- Serve as the point of contact for drop-in tutoring in the residence halls (HARC).
- Assist the Coordinator of Peer Tutoring with administering, collecting and reporting CAS statistics and information to the campus community.
- Assist the Coordinator for Peer Tutoring on activities including presentations, scheduled events and ongoing programming.
- Other duties relating to the operation of the Center for Academic Success, including the SI (Supplemental Instruction program) and Academic Coaching.

Students completing this assistantship will be able to
- Will be able to understand the role and operation of a Learning/Academic Support Center on campus.
- Will be able to plan the operation, marketing and programming of peer learning programs.
- Will be able to provide quality feedback to peer tutors on performance in a positive manner.
- Will be able to train peer academic tutors according to CRLA Guidelines, and will be knowledgeable of peer learning program certification.
- Will gain experience using a software system used by various institutions in their Centers.

Desired Skills and Qualifications
- Strong desire to learn and contribute to the successful operation of a peer learning program and an academic support center.
- Excellent verbal and written communication skills and strong presentation skills.
- Excellent customer service with strong attention to detail and organization.
- Ability to handle multiple projects at the same time.
- Proficiency with Microsoft Office and motivation to become a competent user of Grades First Software.
- Ability to create presentations and train others via effective presentations.