**Student Financial Services**
15 Main Street
Henniker NH 03242
Phone (603) 428-2226
Fax (603) 428 –2404
Email: *sfs@nec.edu*

New England College

**Student Employment Job Description**

**Job Title: Peer Tutor**

**Department: Tutoring (Academic Support Center)**

**Student Name:**_____

**Length of Employment (check one): Fall ___ Spring ___ Both ___**

**Reports to: Mark Watman & Mary Lou Pashko**

**Job #: 129F1**

**Category: (Student)**

**Pay Rate: 7.25**

**Date:**

**Office Use Only**

## Position Purpose

New England College seeks to continue its competitive Peer Tutoring Program within the Academic Support Center at Danforth library. The purpose of the peer tutor position is to help contribute positively and lastingly to the academic climate of New England College. The institutional and individual benefits are many. Institutional benefits: 1) Peer tutors will help strengthen the academic climate on campus by providing academically successful role models for other students. 2) Peer tutors may increase retention of first and second year students by helping these students gain confidence and skills with respect to their coursework. 3) Peer tutors will help ease the tutoring load of the full and part-time professional tutors, thereby freeing them for more engagement with faculty and long-range educational programming and 4) Peer tutors will help staff the "Math Tutoring," which has not had adequate coverage in the past.

## Duties & Responsibilities

Peer tutors serve many functions at New England College. The peer tutor must be aware of and support the mission, values, and outcomes of the Academic Support Center at the Danforth Library, and the Peer Tutoring Program specifically. Peer Tutors must strive to take ownership of the responsibilities and services offered within the Peer Tutoring Program and to represent the Academic Support Center energetically and responsibly. In order to provide the best possible services to our student body, Peer Tutors should expect to work with faculty members within their chosen discipline, Professional Tutors, Librarians, and other members of the New England College community. The roles and responsibilities of a peer tutor include, but are not limited to, the following:

1. To operate according to established (and continually updated) general policies and procedures the Peer Tutoring Program at the Academic Support Center at Danforth Library
2. To provide individual and group tutoring services in their major field of study to the undergraduate student populations at New England College
3. To provide general tutoring in such areas as time-management, study techniques, testing strategies, and goal setting processes
4. To work closely with students to help them become independent learners
5. To assist the Professional Tutors in oversight of study halls and other groups as assigned
6. To help tracking and documenting student use of tutoring services
7. To engage in tutor training supervised by Professional Tutors

8. To help develop print and electronic texts (tutor training materials, publicity publications, etc)
9. To engage in professional development opportunities and training.
10. To engage in ongoing self-assessment
11. To promote and provide additional services within the Tutoring as assigned

## Position Requirements

| • **Skills & Knowledge** | • **Experience** | • **Education** |
|---|---|---|
| Peer tutors must have demonstrated academic excellence in their chosen field of study (ex. Writing, Math, Business, Science, etc).<br>Peer-tutors must be personable, patient, and have be dedicated to working with peers of all academic abilities | Peer-tutors must have completed at least 30 credits at New England College.<br>No prior tutoring experience is necessary. | Peer-tutors should have successfully completed at least their freshman year and have at least 30 credits.<br>Peer-tutors should have at least a cumulative gpa of 3.0<br>Peer tutors should have demonstrated excellence in their chosen area of study (though it is not necessary to have declared a major.<br><br>Note: Faculty recommendation (written, or verbal) is needed. Please have faculty recommendations provided to the Associate Dean of Academic Services |

## Benefits to Student

Individual benefits: 1) Peer Tutors will gain insight into their own personal and academic strengths and weaknesses, know problem-solving strategies, and learn and practice specific

academic and helping skills. 2) Peer Tutors will receive training, from experienced tutors and librarians, in how to offer educational services in specific academic disciplines to their peers. 3) Peer Tutors will gain professionalism while representing the Academic Support Center energetically and responsibly. 4) Peer Tutors will gain a better understanding of the academic areas being tutored as nothing is known so well until one has to teach it. 4) Peer Tutors will gain communication and teaching skills working with groups and individuals. 6) Peer Tutors will enhance writing skills by developing print and electronic texts (tutor training materials, publicity publications, etc)

_____ _____ _____

Supervisor's Signature Date

_____ _____

Student's Signature Date

_____ _____

Student Financial Services Date