**Tutor Position Description**

**The Position:**

Peer tutors are viewed as academic student leaders and are significant contributors to the UWRF community. We believe Peer Tutors provide wonderful motivation for learning and act as role models to their fellow peers. As a Peer Tutor at UW-River Falls you will work with individuals and/or groups on a regular basis to facilitate learning, provide study strategies, and inspire academic excellence.

This position is highly flexible and independent. Tutors work on an appointment basis. Therefore, a minimum number of hours per week are not guaranteed. Tutors may choose to work with a student one on one or in groups of 2-5 people. Tutoring sessions can take place anywhere on the UWRF campus.

**Supervisor(s):**

Tutoring Coordinator

**Pay Rate:**
 $12/hour (1 on 1 or groups)

**Minimum Qualifications:**

Peer Tutors are selected based on academic skill, leadership, character, and the ability to communicate well with others. Tutors are expected to have extensive knowledge of the subject they are hired to tutor and the ability to communicate and facilitate the process in which that knowledge was acquired to their peers. We expect that Peer Tutors will be a good representative of UW-River Falls.

* Completion of the course in which tutoring will be provided and having earned at least a B
* Professor recommendation from the same department as the course you will be tutoring
* Good standing with the university

**Preferred Qualifications:**

* Great interpersonal communication skills and ease in relating to people from varying educational, cultural, and social backgrounds
* Excellent level of responsibility, reliability, and punctuality
* Patience and a strong desire to help students achieve their goals

**Specific Responsibilities** (and other duties as assigned):

* Attend orientation and tutor training
* Be available for at least 5 hours per week for tutoring appointments
* Utilize TracCloud to schedule tutoring appointments
* Provide supplementary instruction
* Assist students with assignments through guided critical thinking
* Promote utilization of resources and independent learning
* Serve as a role model for all students seeking academic assistance
* Follow Tutoring and University policies and behave in accordance with the universities mission and values
* Complete and return regular and accurate records of tutoring sessions using TracCloud and My UW System software as needed.
* Collaborate with faculty and students to obtain any necessary course syllabi or materials