

Position Title: Peer Tutors

Company Name: Peer Assisted Learning Support Office

Job Location: Peer Assisted Learning Support - North Campus

Employment Term: On Campus, Hired Per Semester

Rate of Pay: \$12.40 + 0.04% vacation pay

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, review and master previously taught course content. Tutors also provide helpful study tips to student learners to aid in their ongoing learning.

Tutors must have:

- An excellent understanding of their academic program
- Good study habits, positive attitude towards learning
- Good interpersonal skills and be able to explain course material clearly
- Excellent level of organization, responsibility, reliability and punctuality, ability to work independently
- Motivation to be a helper
- Flexibility and professionalism are required

Qualifications

- Must be a fulltime Humber/Guelph-Humber student in at least your 2nd semester
- Must be achieving 80% in the course(s) they wish to tutor
- Must maintain an overall average of 75% or higher

Major Responsibilities:

- Attend all training sessions for tutors, attend staff meetings
- 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

- Submit timesheets and log sheets every two weeks, along with online time management submission
- Check email daily and respond to emailed from students and Peer Tutoring Coordinators within 48 hours.

Comments: Please send a cover Letter, current resume, timetable and work study eligibility form to the Peer Assisted Learning Support, North Campus

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