

Position Title: Learning Centre Peer Tutors

Company Name: Peer Assisted Learning Support Office

Job Location:

Math Centre – North/Lakeshore Campus

Writing Centre – North/Lakeshore Campus

Accounting Centre – North/Lakeshore Campus

Employment Term: On Campus, Hired Per Semester

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

Job Description:

Learning Centre Peer Tutors provide assistance with problem solving and class assignments to students enrolled in any program at Humber and Guelph-Humber. Support is on a drop in, appointment, online and roving basis and time with student learners ranges from 15 minutes to 30 minutes in length. Drop in support allows learners to seek help to practice, review and master previously taught course content. Tutors can help identify areas of difficulty to student learners to aid in their ongoing learning as well as preparing students for testing.

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 maintain an overall average of 75% or higher
- Must have a demonstrated expertise in the topic which they will be tutoring (course or credential completion)

Major Responsibilities:

- Attend all training sessions for tutors, attend staff meetings
- Learning Centre support such as promotion, class visits, and helping with front desk and Centre activities (up to 15% of hours per week)
- Participate in self-evaluation each semester to be reviewed with Peer Tutoring Coordinator(s)
- Can work up to 24 hours a week as a Learning Centre Peer Tutor throughout the semester.

- Be punctual for scheduled tutor shifts – connect with Learning Centre Coordinator in the event you cannot work a scheduled shift.
- 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 emails from Peer Tutoring and Learning Centre 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.