SANTA CLARA UNIVERSITY
STUDENT JOB DESCRIPTION

JOB TITLE:	Peer Tutor	DATE:	Ongoing
DEPARTMENT:	Drahmann Tutoring Center (408)554-4011	GRADE:	Student Assistant III ($7.50/hr undergraduate) ($10.00/hr graduate)
SUPERVISOR:	Monica Parikh, Director of Learning Resources and Advisement Outreach mparikh@scu.edu, (408)554-4011, Casa Italiana, room 19.		

I. Primary Purpose of Position: Provide academic support to SCU undergraduates who have requested lower-division course assistance through the Drahmann Academic Advising and Learning Resources Center.

II. Essential Duties: Peer Tutors provide weekly tutorial support to assigned students in a thorough and respectful manner. Tutors work with a number of students based on availability and the number of requests received.

III. Specific Duties (representative examples of tasks or projects related to the essential duties listed above):

A. Make initial contact with student and schedule sessions for quarter.
B. Work with assigned students in regular schedule of tutoring appointments; maintain contact with Drahmann Center staff regarding status of students and tutoring.
C. Learn and use interactive strategies which foster student involvement in tutoring sessions, comprehension of subject matter, and independent learning.
D. Attend orientation, quarterly tutoring meetings, and additional training (some required, some optional).
E. Prepare for tutoring sessions by reviewing material and/or consulting with instructors or supervisor.
F. Collect attendance and contact data from every tutoring session.
G. Submit session logs and timesheets to the Drahmann Center every two weeks.

IV. Qualifications:

A. Professional
1. Currently enrolled at SCU with minimum GPA of 3.0 and B+ or better in courses to serve as tutor.
2. Complete application and Student Employment Authorization (SEA) form, and attend orientation/training sessions at the Drahmann Center.
3. Recommendations are required.

B. Personal/Personality
1. Responsible, patient, and organized. Strong interpersonal/communication skills and ability to maintain professional attitude while working with peers.
2. Ability to accommodate to diversity in learning styles, and open to suggestions, advice, and training in strategies and skills to enhance student learning.
3. Refer students for additional help (faculty, Drop-In Tutoring, study groups) when more help is needed than the tutor can provide. Contact us for support.

V. Application Procedure:

Applications can be picked up at and submitted to the Drahmann Tutoring Center, Casa Italiana, Room 1. They can also be downloaded from the Drahmann Center web page at http://www.scu.edu/drahmann.