# Learning Resource Center

# Dedicated to Continuous Improvement in Learning and Academic Achievement

## Peer Tutor Job Description

### Qualifications

* Cumulative GPA of 3.0 or higher
* Earned an A or A- in courses that you’ll tutor (some B+ grades accepted in certain circumstances) Two faculty recommendations
* Must be able to tutor at Behrend for at least 2 semesters (preferably 3) – *due to extensive training, we cannot accept tutors who will be graduating or changing location to another campus within 2 semesters of hiring*
* Strong communication and interpersonal skills
* Work study is desirable, but not required

### Tutoring Duties

* Coach students through difficult material
* Actively engage students by asking questions that will facilitate their understanding
* Encourage students to improve their study methods
* Maintain a professional attitude and helpful demeanor
* Provide constructive and accurate feedback on all tutoring logs
* Submit completed tutoring logs for all sessions within three days
* Manage tutoring appointments in a dependable manner and communicate any schedule changes with all parties involved
* Arrive on-time for scheduled shifts and appointments
* Provide adequate notice to LRC administrators for any lab shift absences
* Attend LRC training workshops and meetings, as required
* Respond to all LRC inquiries and requests in a timely manner

### Expectations

* Uphold Academic Integrity policies of the university
* Respect cultural and individual differences
* Model successful student behaviors and study habits
* Maintain 3.0 GPA or higher