

WRITING CENTRE - PEER TUTORING POSITION SUMMARY

NATURE AND SCOPE:

The Writing Centre is dedicated to improving student employability and academic success by developing written and verbal communication skills. The Writing Centre provides activities to develop communication skills, including peer tutoring for communications courses, writing consultations, grammar and reading support, self-directed workshops and ESL Conversation Clubs.

Tutoring services are typically offered on-campus, but tutors may be asked to facilitate virtual tutoring through approved platforms as needed.

CONTRACT PERIOD:

From the first day of classes to the last day of classes in a given semester.

REMUNERATION:

Peer Tutors are compensated at a rate of **\$14.00** per hour plus **4%** in lieu of vacation. Peer Tutors may work a maximum of **15** hours per week (hours are not guaranteed and number of hours per week may change subject to demand). Peer Tutors are expected to complete bi-weekly pay records through the Mohawk College Web Entry system. Pay is deposited bi-weekly via direct deposit.

ACADEMICS AND TIME COMMITMENT:

Writing Centre Peer Tutors can be scheduled up to **15** hours a week for Peer Tutor activities (actual number may vary, subject to demand). All Peer Tutors are students first and are therefore expected to model positive academic habits and maintain a strong GPA (**80%**) throughout the duration of their employment. Peer Tutors are expected to give the responsibilities of the position priority over all other activities except those which pertain to his/her academic success.

QUALIFICATIONS AND CONDITIONS OF EMPLOYMENT:

- Must be currently enrolled in a Mohawk College program
- A Minimum Grade Point Average of **80%** prior to and during the contract term
- Reference from Mohawk College instructor or staff member
- Attend all necessary training (online and/or in-person)
- Be willing to facilitate virtual tutoring through approved platforms as needed.
- Maintain confidentiality
- Assist students to develop their communication skills by providing writing consultations for written work: structure, flow, grammar, punctuation and basic APA etc.
- Work as part of a team of fellow student peer tutors and faculty members
- Tutor students in concepts covered in first year Communication courses

- Assist students with clarifying and brainstorming - ensuring that they are on track with their Communications course assignment
- Assist ESL students with developing their speaking, writing, listening and reading skills
- Refer students to relevant Helpful Fact sheets or resources for independent study
- Assist and participate with Customized Services, class visits, outreach as required
- Prior to the commencement of the term of the contract, each peer tutor candidate must complete the following:
 - Online training and/or in person group training session
 - Completion and submission of all required paperwork

POSITION DETAILS

1-Peer Tutor,

- a) Peer Tutors are expected to provide assistance with communications content material. **PEER TUTORS ARE NOT TEACHERS**, rather they are facilitators in the learning process. Peer Tutors will assist, through conversation, question, and example in the students learning process. Peer Tutors should assist in a “hands off” method at all times. This means that students should be responsible for their work at all times. Peer Tutors cannot finish or confirm answers for any sort of course work, they may only build upon understanding of concepts through example. Peer Tutors should only assist with course content material they feel comfortable with.
- b) Tutoring services are typically offered on-campus, but tutors may be asked to facilitate virtual tutoring through approved platforms as needed.
- c) Peer Tutors should also set a strong example for their fellow students and serve as a role model for others at all times behaving in a manner that exemplifies the values of the college community. This includes maintaining a good academic standing, attending all classes/laboratories, and passing along helpful tips to students that may assist in their academic success.
- d) Peer Tutors are expected to honour all scheduled appointments. Appointments are scheduled using an online scheduling system, WC Online. If they cannot attend a scheduled appointment they are expected to inform the Learning Support Centre, via phone or e-mail.
- e) If a Peer Tutor is providing a service other than one-to-one tutoring (may include drop-in, open lab, or group tutoring) they are expected to attend all regular scheduled times. If they cannot attend a session they must inform the Learning Support Centre via phone or e-mail.

2-General Responsibilities

- a) Maintain student confidentiality at all times.
- b) Complete all employee paperwork.
- c) Peer Tutors are expected to attend all training and orientation prior to and throughout the duration of their contract.
- d) Peer Tutors are expected to keep an accurate record of all the hours they have worked and complete bi-weekly timesheets online through the college’s Web Entry system.
- e) Peer Tutors are expected to create an account for WC Online and monitor it and their e-mail regularly.
- f) Peer Tutors will complete exit reports in WC Online following all scheduled appointments.
- g) For services outside one-to-one tutoring (drop-in, open lab, group) Peer Tutors involved in these services are expected to follow all necessary procedures and complete any reports or paperwork associated with these services.
- h) Network with faculty and program coordinators to determine optimum time for tutor sessions.
- i) Any other duties deemed necessary.