

## PEER TUTORING POSITION SUMMARY

### NATURE AND SCOPE:

Mohawk College Peer Tutors are upper semester students with a strong grasp on the subject matter in their program. The primary objective of the Peer Tutor is to facilitate the learning process of others by building and refining a student's knowledge through question and conversation. Peer Tutors may be asked to participate in one or all of the following types of tutoring: one-to-one, drop-in, multi-student tutor sessions, peer assisted learning groups, open lab monitoring. All Peer Tutor activities must take place on campus.

### 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:

Peer Tutors will make available 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
- Have a recommendation from the Program Coordinator and/or a Faculty member in their program
- Be willing to tutor a wide variety of subjects. Preference will be given to those applicants who can tutor the widest variety of subjects from their program (some exceptions do apply).
- Attend all necessary training
- Check online scheduling system and e-mail regularly for scheduled appointments/sessions
- Arrive on time and prepared for all appointments/sessions
- Maintain confidentiality
- Establish a supportive relationship with the student
- Use good listening and assessment skills to determine the student's learning style
- Help students to identify achievable study objectives
- Refer students to appropriate services if problems identified are not academic; i.e. Counselling, Financial Aid, Accessible Learning Services, Student Success Advisor, etc.
- Participate in evaluation or research activities related to Mohawk College Peer Tutor Services
- Advise of any schedule changes at least **7** days in advance
- **Prior to the commencement of the term of the contract, each peer tutor candidate must complete and submit new hire paperwork**

## POSITION DETAILS

### 1-Peer Tutor,

- a) Peer Tutors are expected to provide assistance with course content material in course they have previously taken. **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) All Peer Tutor activities must be conducted on campus.
- c) Peer Tutors may be asked, if they feel comfortable, to assist with courses they are currently taking. If the instructor for the course agrees, tutors will help with course content material as much as is possible using the tutor guidelines stated above. It should be the Peer Tutor and students understanding that their grasp of this course content material is not complete.
- d) 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.
- e) 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 Peer Tutor Centre, via phone or e-mail, and notify the student immediately. They are also expected to reschedule this missed time. The Peer Tutor Centre must be notified of all rescheduled appointments.
- f) 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 Peer Tutor Center 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.