

PEER TUTOR JOB DESCRIPTION

QUALIFICATIONS:

1. Currently enrolled at Troy University
2. GPA of 3.0 or higher *
3. Completion of English 1101/1102 or 1103/1104, earning at least a B in each course
4. Two recommendations from English faculty
5. Good interpersonal communication skills
6. Commitment to the goals and objectives of the Writing Center
7. Excellent writing skills as evidenced in application essay

RESPONSIBILITIES:

1. Assist students individually with writing difficulties
2. Lead small-group workshops in writing and grammar
3. Regular attendance **
4. Punctuality ***
5. Attendance at staff meetings and training sessions
6. Familiarity with materials and procedures of the Writing Center
7. Maintaining confidentiality
8. Keeping a journal
9. Reviewing audio-visual programs, computer software programs, textbooks, workbooks, reference books, and other instructional materials at the Writing Center
10. Clearing work areas after completing a tutoring session (putting away pens, pencils, instructional materials, equipment, and other items)
11. Clerical duties, when necessary
12. Complete progress reports in a timely manner
13. Other related duties as assigned by the Writing Center Coordinator

RESPONSIBLE TO

The Writing Center Coordinator

PERFORMANCE CRITERIA:

1. Satisfactory performance judged by completion of agreed upon objectives
2. Student evaluations
3. Faculty evaluations

OTHER:

1. All tutors who want to continue working at the Writing Center must reapply for employment each year in May.
2. Summer employment is limited and will be determined on the basis of who best meets the needs of the Writing Center.

* Tutors must maintain a GPA of 2.8 (on a 4.0 scale) in order to continue working.

** Tutors are to work their assigned weekly hours. In the event that a tutor must be absent, he or she should call the office to report the absence to the Writing Center Coordinator.

*** Tutors should report to work on time (on the hour). Tutors should call the Writing Center Coordinator if they find that they will be unable to meet an appointment at the scheduled time.