

Great Bay Community College

CAPS Tutoring Services: Job Description and Qualifications

Hours: Tutors work from 2-10 hours per week depending upon availability

Salary: Peer tutors without a bachelor's degree: \$9/hr; Tutors with a bachelor's degree: \$15/hr

Responsibilities:

A peer tutor is responsible for assisting students' academic success in selected coursework. Tutors must possess and demonstrate academic achievement in selected courses. General duties include: individual and small group tutoring sessions, study group facilitation, attendance at scheduled tutor training sessions and meetings, and assisting other department events/projects as needed.

Duties and Responsibilities:

- Provide course-specific tutoring assistance when scheduled by appointment or walk-ins.
- Assist students with additional study skills as necessary to improve chances for class success
- Maintain accurate documentation concerning appointments and payroll timesheets
- Refer students to the appropriate support services if assistance beyond tutoring is needed (such as Disability Support Services, CAPS Academic Coaching, Advising, Library, etc.)
- Maintain a professional attitude and behavior at all times
- Conduct the tutoring session in designated areas as they are available and for the specified amounts of time.
- Maintain a strict level of confidentiality about students who utilize tutoring services
- Provide software assistance to the students as related to academic success
- Assist in recommending / creating supplemental materials such as website tip sheets / links
- Other duties as assigned to improve the quality of academic support by CAPS

Supervision:

CAPS Peer Tutors work under the direct supervision of the CAPS Tutor Coordinator in Portsmouth campus and under the supervision of the CAPS/Advising Counselor at Rochester campus

Minimum Qualifications:

- Completion of at least one semester of college
- Minimum GPA of 3.0 out of a 4.0 scale
- Grade of A, A-, B+ in the course(s) selected for tutoring
- Recommendation from the Instructor(s) for the course(s) selected for tutoring as related to subject expertise and ability to communicate with others
- Ability to articulate well in English
- Excellent overall communication skills
- Desire to help fellow students