Study Center Tutor Position Description

The Position:
Peer tutors are viewed as academic student leaders and are significant contributors to the River Falls community. We believe Peer Tutors provide wonderful motivation for learning and act as role models to their fellow peers. As a Peer Tutor at UW-River Falls you will work with individuals and/or groups on a regular basis to facilitate learning, provide study strategies, and inspire academic excellence.

Study Center tutors work weekly shifts (avg. 5-10 hours) in a particular study center to assist students if they drop in. Proficiency in a variety of courses of a single subject matter is required to attain a position in one of the study centers.

Inquiries about open positions should be directed to the student manager of the following centers:
- Skills (variety of 100-200 level courses)
- Chemistry
- Physics
- CAFES

Inquiries for the Writing Center, ESL Center, Speakers Corner, Math Center and Computer Science Lab should be directed to the faculty of the corresponding department.

Supervisor(s):
Tutoring Coordinator & Study Center Student Manager

Pay Rate:
$10 per hour

Minimum Qualifications:
Peer Tutors are selected on the basis of academic skill, leadership, character, and the ability to communicate well with others. Tutors are expected to have extensive knowledge of the subject they are hired to tutor and the ability to communicate and facilitate the process in which that knowledge was acquired to their peers. We expect that Peer Tutors will be a good representative of UW-River Falls.

- Completion of the particular course in which tutoring will be provided and having earned at least a B
- Professor recommendation from the same department as the course you will be tutoring
- Good standing with the university

Preferred Qualifications:
- Great interpersonal communication skills and ease in relating to people from varying educational, cultural, and social backgrounds
- Excellent level of responsibility, reliability, and punctuality
- Patience and a strong desire to help students achieve their goals
Specific Responsibilities (and other duties as assigned):

- Attend orientation and tutor training
- Be available for at least 4 hours per week for tutoring appointments
- Be punctual for all scheduled tutoring sessions.
- Provide supplementary instruction
- Assist students with assignments through guided critical thinking
- Promote utilization of resources and independent learning
- Serve as a role model for all students seeking academic assistance
- Follow Tutoring and University policies and behave in accordance with the universities mission and values
- Complete and return regular and accurate records of tutoring sessions using the TutorTrac, When to Work, and My UW System software.
- Organize, facilitate, and track tutorial sessions
- Collaborate with faculty and students to obtain any necessary course syllabi or materials