

# **KANSAS STATE**

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# **U N I V E R S I T Y**

## Academic Achievement Center

### **Peer Tutor Job Description**

<b>Job Title:</b>	Peer Tutor
<b>Department:</b>	Academic Achievement Center Tutoring Services
<b>Compensation:</b>	\$8/hr
<b>Status:</b>	Part-time (up to 20-30 hours per week for on-campus jobs)

#### **Job Summary:**

AAC Tutoring Services is a free service to all K-State students taking courses at K-State. Peer tutors help facilitate the learning process outside of a formal classroom structure and tutoring focuses on the success of the learning process as a whole. They are a vital part to many K-State students' academic careers as they assist students to succeed academically. Peer tutors are needed for a variety of courses and one tutor may hold several tutoring sessions a week in a variety of courses.

#### **Job Responsibilities:**

- Assist students with course content
- Facilitate the learning process instead of providing direct answers
- Build good study skills and techniques
- Make referrals to other student success resources such as Academic Coaching
- Help students prepare for tests and exams

#### **Qualifications:**

- Must be a Kansas State University student enrolled in at least 6 hours
- Must maintain a cumulative GPA of 3.0 or higher
- Must have received a "B" or better at K-State in the courses you wish to tutor
- Must be knowledgeable about the courses tutored
- Organized
- Great communication skills
- Enthusiastic about subject matter and helping others
- Understanding of students with different needs, interests, and abilities