

KANSAS STATE

U N I V E R S I T Y

Academic Achievement Center

Peer Tutor Job Description

Job Title:	Peer Tutor
Courses:	Math 100, Econ 110, Econ 120, Mangt 366, Finan 450
Hours:	Sunday-Thursday 6:30-9:30pm, must be available to work in shifts of 3 hours/night and 6-15 hours/week
Department:	Academic Achievement Center Tutoring Services and the College of Business
Compensation:	\$8-9 depending on experience
Status:	Part-time (up to 15 hours per week)

Job Summary:

Peer tutors work outside of a formal classroom structure. Peer tutors support or supplement regular classroom instruction in a manner that adds to the students' education without directly providing answers or solutions. They are a vital part to many K-State students' academic careers, as they assist with understanding and applying coursework. Peer tutors are needed for a variety of courses, and one tutor may hold several tutoring sessions a week.

Job Responsibilities:

- Review and re-teach concepts from lab or lecture courses
- Teach study skills and techniques
- Aid students in understanding homework
- Make appropriate referrals for students who require assistance beyond the resources of the AAC Tutoring Services
- Help students prepare for tests and exams

Qualifications:

- Must be a Kansas State University student enrolled in at least 6 hours
- Must have received a "B" or better in the courses you wish to tutor
- Must maintain a cumulative GPA of 3.0 or higher
- 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