

**COTC - OSUN**  
**Student Employment Job Description**

**Job#:** 39332

**Department:** Tutoring Center (Center for Student Success)

**Job Title:** Peer Tutor

**Supervisor:** Bruce Weaver

**Phone #:** 740-364-9421

**Email:** bweaver@cotc.edu

**Hourly Rate:** \$ 9.25

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Terms job is available: Summer  Autumn  Spring   
Times job is available: Mornings  Afternoons  Evenings  Weekends

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**Qualifications:**

- Earned a "B" or better in the courses you wish to tutor, or high placement level.
- Obtain faculty recommendation.
- Good communication skills.
- Demonstrate model student behavior.
- Ability to work effectively with diverse populations

**Summary of Duties:**

- Work one-on-one or in small groups to communicate course concepts, respond to questions, review notes, assist in test preparation, and observe study skills.
- Make referral to other academic support personnel as needed.
- Consult with professional staff on teaching methods for students with special needs.
- Consult with faculty on specific course content as needed.
- Maintain records of each tutor session.
- Brief faculty and students on Tutoring Center programs.
- Perform independently under general supervision.

This job does not replace a full-time employee.

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**COTC Acc't #:**

Newark 53010-12  
Coshocton 53010-22  
Knox 53010-23  
Pataskala 53010-24

**OSU Org-Fund #:** 09733-012510

**OFFICE OF FINANCIAL AID USE ONLY**

Students in this job provide services that are open, accessible and designed to improve the quality of life for community residents or to solve particular problems related to those residents' needs  Yes  No

Students in this job provide services to students with disabilities  Yes  No

Background Check Required?  Yes (SS or RD)  No