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

Terms job is available:  Summer _x_  Autumn _x_  Spring _x_

Times job is available:  Mornings _x_  Afternoons _x_  Evenings _x_  Weekends ___

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.

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  __X__ No

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

Background Check Required?  ____ Yes (SS or RD)  __X__No

4/18/16