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**Position Title:** Peer Tutor

**Position Description:** A peer tutor in the Resch Academic Success Center/Tutoring Services area provides learning assistance in content area subjects (other than mathematics, writing, reading and study skills and foreign languages provided by other YSU learning assistance offices). A peer tutor is also expected to:

- Be knowledgeable about the subjects tutored
- Prepare for scheduled tutoring sessions by reviewing content material (textbook and other supplemental materials) to provide a plan for the session
- Model problem solving techniques and other effective student behaviors
- Facilitate the learning process using a variety of tutoring techniques that foster critical thinking and independent learning on the part of the student
- Demonstrate a positive attitude and provide encouragement to students
- Maintain paperwork documenting the initial contact and the progress of each student with whom they work
- Initiate and follow up contact with students by phone, mail or email
- Know when and how to refer students to other campus resources that may assist them academically or socially
- Keep all student information confidential
- Commit to a tutoring schedule for the entire semester
- Attend all STS staff meetings
- Perform other duties as assigned

**Minimum Requirements:** Peer Tutors must:

- Maintain an overall 3.0 GPA
- Have earned a letter grade of “A” or “B” in courses tutored
- Be enrolled in the current semester
- Have completed at least one semester at YSU
- Enjoy helping other students
- Maintain professional appearance and demeanor
- Have effective communication and interpersonal skills
- Be able to attend the required hours of training prior to the beginning of the semester

**Reports to:** Coordinator of Tutoring Services or Associate Director of the Resch Academic Success Center