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**Position -** Peer Tutor

**Department:** Advising Center

**Pay Rate: Contract -** $14.15/hour

**Location:** Alfond Campus, Averill Hall and/or Fairfield Campus, Lunder Hall

**Schedule:** dependent on availability

Interested candidates should email Laurie Ficker at [lficker@mainecc.edu](mailto:lficker@mainecc.edu) for a link to the position application

**Job Description:** Peer tutors are students who provide academic support to their fellow students. They offer necessary academic guidance in specific subject areas in which they have demonstrated proficiency and/or support utilizing the tools to become self-sufficient learners. Peer tutors aim to foster a collaborative and supportive learning environment. Peer tutors will document interaction with students and participate in monthly meetings for the academic support team on campus. Peer tutors may also participate in events and workshops delivered by the Student Success Team.

**Job Duties:**

* Conduct one-on-one or small group tutoring sessions, as well as staff open drop-in support hours.
* Assist peers in understanding course concepts and completing assignments.
* Share effective study techniques and organizational skills.
* Act as a role model and mentor to fellow students.
* Maintain accurate records of tutoring sessions and student progress.
* Communicate effectively with students and faculty.
* Participate in training and ongoing professional development.
* Foster a positive and inclusive atmosphere for learning.
* Encourage students to develop critical thinking and problem-solving skills.
* Provide support for exam preparation and project completion.

**Required Qualifications:**

* be a current student in good standing (cumulative GPA of 2.7 or higher) and maintain academic standing.
* have completed at least one semester (12 credits) of college coursework.
* have knowledge in the subject matter, demonstrated through successful completion of the course to be supported with a grade of “B” or higher
* have effective oral and written communication skills and academic promise as demonstrated in a faculty/staff recommendation
* have working knowledge of the learning management software and Office 365, as well as a willingness to learn additional computer software
* be punctual, dependable, and professional

**Desired Skills:**

* Strong writing and interpersonal skills.
* Keen attention to detail
* Commitment to providing excellent customer service