

## **Peer Tutoring**

### **Graduate Assistant Position Description**

**Summary of Position:** The Peer Tutoring Graduate Assistant in the Center for Academic Success works directly with the Coordinator of Peer Tutoring in the planning and implementation of a variety of events and activities related to the Center for Academic Success peer tutoring (1-to-1 and drop-in) program. This role includes interviewing, hiring, training and assessing undergraduate peer tutors.

#### **Position Duties:**

- Assist the Coordinator of Peer Tutoring with recruiting, selecting, training, supporting and recognizing 60+ Peer Tutors
- Conduct tutor observations and provide feedback through debriefs throughout the semester
- Assist the Coordinator of Peer Tutoring with developing, facilitating, and conducting ongoing bi-weekly trainings for the Peer Tutors
- Assist students who are seeking tutoring assistance in scheduling or cancelling tutoring appointments
- Coordinate all social media aspects related to the Peer Tutoring program
- Develop and maintain an ongoing sense of community among the Peer Tutoring staff
- Maintain tutor availability for appointments and drop-in hours in Navigate software
- Conduct one-on-one meetings with Peer Tutors monthly
- Market the Peer Tutoring program to UWG students, faculty and staff through classroom presentations, faculty discussions, and promotional materials
- Coordinate, support, and market the new Drop-In Tutoring Center
- Assist the Coordinator of Peer Tutoring with administering, collecting and reporting Center for Academic Success statistics and information to the campus community
- Assist the Coordinator of Peer Tutoring on activities including presentations, scheduled events and ongoing programming
- Contribute to major initiatives within the Center for Academic Success including: Academic Coaching, Academic Support Programs, and Supplemental Instruction

#### **Students completing this assistantship will be able to:**

- Understand the role and operation of a Learning/Academic Support Center on campus.
- Plan the operation, marketing and programming of peer learning programs.
- Provide quality feedback to peer tutors on performance in a positive manner.
- Train Peer Tutors according to CRLA Guidelines, and will be knowledgeable of peer learning program certification.
- Develop supervision and mentoring skills among a large student staff
- Will gain experience using a software system used by various institutions in their Centers.

#### **Desired Skills and Qualifications:**

- Strong desire to learn and contribute to the successful operation of a peer learning program and an academic support center
- Excellent verbal and written communication skills and strong presentation skills
- Excellent customer service with strong attention to detail and organization
- Ability to handle multiple projects at the same time
- Proficiency with Microsoft Office and motivation to become a competent user of SSC-Campus
- Ability to create presentations and train others via effective presentations

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*Division of Student Affairs and Enrollment Management*