

University of Maryland Baltimore County (UMBC)
Peer Tutor Position Description

Position: Peer Tutor

Department: Learning Resources Center and Student Support Services

Minimum Requirements and Skills:

- Current UMBC student with 28 or more credits
- 3.0 overall grade point average
- Grade of an A or B in the course(s) to be tutored
- Two faculty recommendations
- Personal interview with an LRC Academic Coordinator
- Effective interpersonal and communication skills for working with a diverse population of students, faculty, and staff
- Effective professional work ethics and practices

Responsibilities:

Under the supervision of an LRC Academic Coordinator, the tutor will help UMBC students learn the content for LRC-specified undergraduate courses. Duties will include using tutoring techniques that will enable students to become efficient, independent learners. Additionally, the tutor will adhere to the policies, procedures, and the code of ethics that underlie the mission, organization, and function of the LRC Tutorial Center and the SSS Tutoring Program.

Specifically, the tutor will

- Attend mandatory tutor training sessions or tutor meetings as appropriate.
- Give only accurate information to students, qualifying information that is uncertain and consulting with others when information is unknown.
- Model and teach appropriate learning and study techniques to students to encourage independent learning.
- Adjust tutoring techniques to allow for students' diversity.
- Be committed to tutoring for the entire semester(s) of employment.
- Give a one week advanced notice to an LRC Academic Coordinator or the Coordinator for Program Operations should it become necessary to resign during the semester or to adjust the original schedule.
- Complete all record-keeping tasks in an accurate and timely manner.
- Encourage students to follow attendance and cancellation procedures and to complete evaluations as they become available.
- Refer all problems and concerns, particularly student issues that are non-academic, to an LRC Academic Coordinator or to the appropriate SSS Specialist.

Salary:

Tutor salaries are based on a graduated pay scale according to the degree of training and experience, i.e.

- First-time tutor with no experience or training, \$7.00 per hour
- Level 1 training and one semester of tutoring, \$7.50 per hour
- Level 2 training and two semesters of tutoring, \$8.00 per hour
- Level 3 training and three semesters of tutoring, \$9.00 per hour

Pay increases are applied at the beginning of the semester after the training and tutoring requirements have been completed.