

## STUDENT JOB DESCRIPTION

JOB TITLE: Peer tutor

WORK AREA: Academic Support Center (Disability and TRIO Program)

AREA HOURS 8am – 4pm

**JOB RESPONSIBILITIES, DUTIES:**

Academic Support Center (ASC) tutors must possess expertise in specified academic content areas and in study skills. Tutors work with students that need extra help to achieve their goal of successfully passing their classes. Tutoring is done on a one-on-one basis. The tutoring sessions take place in the Academic Support Center. RCTC tutors must be successful students, and must be patient, flexible, and sensitive to the specific needs of the student population we serve in ASC.

**MINIMUM QUALIFICATIONS:**

- Be enrolled in at least 1 credit at one of MN State institutions
- Earned a grade of "B" or better in the specific course you would like to tutor

**PERFORMANCE EXPECTATIONS/CONDUCT:**

- Promote Independent Learning
- Personalize Instruction
- Facilitate Student Insights
- Provide a Student Perspective
- Respect Individual Differences

Will this position require any driving of RCTC's State owned vehicles or a personal vehicle?

☐ Yes ☒ No

If you checked yes, please be aware that additional paperwork is required before the student is asked to drive.

NUMBER OF STUDENT'S NEEDED: based on demand (ongoing)  
(Assume 10-15 hours per student.)

Academic Year fall/spring semester

Summer (June-August)

TYPICAL WORK HOURS:

☒ Daytime ☐ Evening ☐ Weekends

**PERFORMANCE REVIEW:**

Students are eligible for a wage increase after they have worked 200 hours and based on a performance evaluation. The area supervisor will assess the student employee's performance, work attendance and attitude as it relates to the job tasks, RCTC values, service attributes, core outcomes, and interaction with students, staff, and visitors.

**TO INTERVIEW FOR THIS POSITION, CONTACT:**

Contact Person: Olha Ratushko

Location: SS 162

Phone: (507)280-5534

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Proxy Access Granted To: Anna Hanson