

**SAVANNAH TECHNICAL COLLEGE
LEARNING ENRICHMENT CENTER (LEC)**

PEER TUTOR

JOB DESCRIPTION

Peer tutors are selected on the basis of competency in specific subject areas, faculty referrals, interest in, and awareness of problems facing the students at Savannah Technical College. Tutors must have a willingness to serve as a role model for academic success. They must be sensitive to the students' needs and able to communicate and relate well with fellow students.

QUALIFICATIONS

- Must be a student currently enrolled at Savannah Technical College, with a cumulative GPA of 3.0 in subjects tutored.
- Must have faculty recommendation of student's proficiency in the subject area.

RESPONSIBILITIES

1. Responsible for delivery of tutorial services to students on a one-on-one or small group basis.
2. Inspire, motivate, and encourage all students.
3. Punctuality and ability to follow procedures.
4. Keep accurate records of hours worked in the LEC, using weekly attendance sheets, sign-in/out sheet, and Savannah Technical College time sheet.
5. Completion and submission of weekly time sheet.
6. Maintain professional demeanor and objectivity in dealing with diversity issues, while being empathetic and available to students.
7. Report to LEC Director or Assistant Director.
8. Attend monthly LEC staff meetings.
9. Complete evaluation forms for purposes of monitoring student progress, and program effectiveness.
10. Adhere to all policies, procedures, and regulations of Savannah Technical College.
11. Adhere to all LEC rules and regulations.
12. Perform other related duties as assigned.