

**Position Title: Peer Tutor**

**Company Name:** Peer Assisted Learning Support Office

**Job Location:** Peer Assisted Learning Support – All Campuses

**Employment Term:** On Campus, Hired Per Semester

**Rate of Pay:** \$14.56/hour

**Job Description**

Peer Tutors provide one-on-one assistance for students having difficulty with specific courses. One to one tutors will have pre-booked appointments with student learners to practice and review course content. Tutors also provide helpful study tips to student learners to aid in their ongoing learning.

Tutors should:

- Have an excellent understanding of their academic program
- Demonstrate good study habits, positive attitude towards learning
- Possess good interpersonal skills and be able to explain course material clearly
- Demonstrate excellent level of organization, responsibility, reliability and punctuality
- Ability to work independently
- Have the motivation to be a helper
- Demonstrate flexibility and professionalism

**Requirements**

Tutors must:

- Be a fulltime Humber/Guelph-Humber student
- Successfully complete one semester of classes
- Have achieved and/or be achieving 80% in the course(s) they wish to tutor
- Maintain an overall average of 75% or higher

**Major Responsibilities**

Tutors will:

- Attend all training sessions and meetings as required
- Complete feedback form(s) after tutoring appointment(s) to review strategies used, what was covered/focused on in sessions and provide the PALS office with reporting of statistics
- Participate in self-evaluation each semester to be reviewed with supervisors
- Be available to work 3-10 hours a week throughout the semester
- Update your availability 2 weeks in advance for student learners to book with you
- Be punctual for scheduled tutor appointments – connect with student learner and PALS office in the event you cannot make an appointment
- Utilize learning strategies and techniques shared during training sessions to promote independent learning
- Serve as role model for students and follow all PALS and Humber College policies
- Input hours on HRMS system
- Check email daily and respond to emails from students and supervisor(s) within 48 hours

**Comments:** Applicants must complete and submit an application – including a class schedule, grades, and Work Study eligibility form (if applicable).

Learn more here: <http://humber.ca/learningresources/peer-tutoring/become-tutor>

You can also submit your application via e-mail to [peer.tutoring@humber.ca](mailto:peer.tutoring@humber.ca)

**We thank all applicants for their interest in this position, however, only those selected for an interview will be contacted.**