

# PEER TUTORING POSITION

## Center for Academic Success



### Qualifications

- Successful completion of one semester at Lehigh (undergrad applicants only)
- Cumulative GPA of 2.8 and a grade of B+ or better in the course you wish to tutor (undergrad applicants only)
- A recommendation by the professor of the course you wish to tutor or by another professor qualified to judge competency in the course material (undergrad and grad student applicants)
- Excellent interpersonal, communication, organization and study skills

### Responsibilities/Expectations

- Make a commitment to be available to tutor for the entire semester.
- Attend a mandatory tutor orientation/training prior to beginning tutoring and at least one tutoring workshop offered by Center staff during the academic year.
- Tutor only those tutees that have been assigned to you via email by the Center and tutor at a quiet, public location on campus.
- Contact your tutee(s) within 48 hours after assignment and arrange an initial tutoring session.
- If tutoring individually, provide each tutee with one to two hours of tutoring per week for the duration of the semester. (Please do not exceed two (2) hours per tutee per week without permission from the Center Director.)
- If tutoring a group, hold one 2-3 hr group tutoring session each week for the duration of the semester. (Tutors may split the 2-3 hrs into two shorter group sessions per week.)
- Communicate regularly with your tutee(s) regarding meetings, cancellations, progress, etc.
- Turn in all necessary paperwork in an accurate and timely manner (including web and paper timesheets and the *Session Report Form* which must be signed by your tutees at each meeting).
- Maintain contact with the Center and/or Director and be sure to communicate concerns/problems.
- Act in a professional manner, be courteous, and be on time to your sessions.
- Be respectful of your tutee and keep all tutee information confidential.
- Do your best to help your tutee understand course material while fostering independence.
- Adhere to the University's policy regarding academic honesty and *never* do the work for your tutee.
- Follow all other tutoring procedures set up by the Center.

### Pay Rate

- Undergraduate student tutors earn \$8.00 per hour
- Graduate student tutors earn \$10.00 per hour
- Group tutors earn \$13.00 per hour \*(*Group tutoring opportunities given at the discretion of the Director*)

Note: Tutor hours are determined by overall student demand. The Center can not guarantee that you will be given tutoring hours, nor can we guarantee you a minimum number of hours each week. Many new tutors will start with "on-call" status and will receive assignments only after the Center has received a significant amount of requests.

### Hiring Information

The majority of our hiring is done late spring for the start of fall semester, but tutors are hired throughout fall semester and occasionally during spring semester on an as-needed basis. The tutor application, including the professor recommendation, must be completed for consideration. When there is a need for tutors, we will interview qualified applicants and make hiring decisions based on those interviews. (Please note that we will not hire you simply because a classmate, teammate, brother/sister, etc. wants you to be his/her tutor.) The Center is an equal opportunity employer and does not discriminate on the basis of age, color, disability, gender, gender identity, marital status, national or ethnic origin, race, religion, sexual orientation, or veteran status.

For more information about our tutoring program, please visit us on the web at [www.lehigh.edu/~inacsup/cas](http://www.lehigh.edu/~inacsup/cas)