

# Student Success Center

University of South Carolina

## Peer Tutor Position Description

The Peer Tutoring Program of the Student Success Center provides quality, course-specific academic support to University of South Carolina undergraduate students at no cost. Tutoring sessions are tailored to meet undergraduate students' individual questions and needs and to foster independent learning. Peer Tutors are undergraduate students who have excelled in the course they tutor and have been trained to facilitate discussions on course content as well as study skills and strong academic habits.

Tutoring is offered through hour long 1-on-1 appointments located on the Mezzanine Level of the Thomas Cooper Library and drop-in tutoring with no appointments necessary in Satellite Locations, as well as online. Undergraduate students are limited to attending two 1-on-1 appointments per week, per subject; there is no limit on attending drop-in hours.

### Qualifications

- Be an undergraduate student at the University of South Carolina-Columbia
- Earn an A in the courses in which they wish to support; courses must have been taken at USC-Columbia
- Have an overall GPA of 3.0 or above (on a 4.0 scale)
- At least 15 USC credit hours earned
- 2 positive recommendation forms submitted from at least 1 professor in a subject area for which you wish to tutor (to be determined through application recommendation form) and another professor, USC staff member, or former supervisor
- Complete SSC Peer Leader Interview process
- Effective interpersonal and communication skills (to be determined by the Coordinator and/or Graduate Assistant)

### Primary Responsibilities and Expectations

*Tutors are expected to...*

- Facilitate student learning by clarifying specific course content, modeling the use of appropriate study strategies and assisting students in becoming independent learners
- Model appropriate professional behaviors and attitudes
- Work a minimum of 8 hours per week
- Hold 1-on-1 hours on the Mezzanine Level of the library and (1) drop-in hours at a Satellite Location, (2) small-group, weekly tutoring hours, or (3) online tutoring hours (schedule will be determined by the Coordinator of Peer Tutoring and will be set to accommodate classes, availability, and preferences)
- Accurately record **drop-in/small-group attendance** through online scheduling software during drop-in hours (not applicable to online drop-in tutoring)
- Check schedule 24 hours in advance for the appointments they have the following day
- Be on time and prepared for all tutoring hours
- Maintain strong communication with the faculty of their courses when necessary
- Put forth efforts to market their sessions to enrolled students (i.e. class presentations, email announcements through Blackboard, communication with faculty, etc.), especially if they are the only tutor supporting the course
- Maintain confidentiality on academic matters students disclose to them (grades, complaints, etc.)
- Attend and participate in all required SSC and tutor training sessions and staff meetings (set by the Coordinator of Peer Tutoring or Graduate Assistant for Peer Tutoring)
- Complete other duties as assigned by the Coordinator of Peer Tutoring
- *New Tutors are expected to participate in and complete the SSC Peer Leader Training Cohort during their first semester of employment*

### Remuneration and Reporting Structure

Tutors are paid \$10 an hour and are only paid for the hours when they have a session filled. If a student cancels an appointment in less than 60 minutes ("late cancel") before an appointment is set to begin or is a "no-show" altogether, tutors will be paid \$5. Tutors are paid for the entire time they are at their drop-in location(s).

Tutors directly report to the Coordinator of Peer Tutoring and/or the Graduate Assistant for Peer Tutoring and will also be in contact with the Assistant Director of Peer Learning.

**For more information, please contact [SASSCPLN@mailbox.sc.edu](mailto:SASSCPLN@mailbox.sc.edu)**

*Please note that courses offered are tentative and subject to change each semester.*