**Peer Tutor**

The Academic Resource Center (ARC) invites you to apply for student employment as a peer tutor. The ARC provides academic support to all students enrolled at Brightpoint Community College. The ARC’s primary goal is to create an open atmosphere of learning for all students. We assist students in numerous academic disciplines through a variety of tutoring techniques by addressing student’s individual needs.

The ARC peer tutor will support student learning by providing free tutoring services to Brightpoint Community College students. Peer Tutors assist with subject-area knowledge and serve as a model student, demonstrating techniques, attitudes, and philosophies of successful learners. This position requires the employee to have strong communication skills and the ability to adapt his or her tutoring methods to meet the needs of the student. Peer Tutors must possess the desire to see students succeed in a collegiate setting. The position may require tutoring in both individual and group sessions. Tutors may be asked to assist with additional tasks to support faculty and staff, such as embedded tutoring and campus and virtual workshops.

Duties and Responsibilities:

* Participate in initial training for developing tutoring techniques and ongoing refresher training sessions as required.
* Attend required staff meetings.
* Provide tutoring in specific academic subjects to individuals or small groups.
* Support and encourage independent learning by applying training and following expected procedures.
* Document session’s progress using required database software (TutorTrac/Navigate)
* Serve as a resource for other tutors in the same academic subject.
* Attend all scheduled tutoring appointments, and notify the coordinator if appointments must be canceled or reassigned.
* Create resources on an ongoing basis for Libguides, workshops, embedded tutoring and faculty and staff.
* Present ARC presentations and workshops as needed.
* Maintain a clean environment within the center.
* Perform miscellaneous duties as directed.

Minimum Requirements:

* If Federal Work Study- Work Study Awarded for the semester(s) that you will be employed.
* Enrolled in minimum one credit at Brightpoint Community College
* Ability to maintain student confidentiality
* Good academic standing (3.0 GPA is preferred) and demonstrated success in the course to be tutored
* Excellent interpersonal, organizational, and communication skills
* Basic knowledge of computers (including some Outlook, Microsoft Word and Excel experience)
* Maintain high standards of professional conduct working with students, staff, and faculty.
* Respect for diversity of students, staff, and faculty, including race, ethnicity, national origin, age, gender and other forms of diversity.
* Willingness to work as a team member with other students, staff, and faculty.

If you have a passion for helping your peers succeed, please apply by filling out our [online application](https://docs.google.com/forms/d/e/1FAIpQLScT8YDfO9v5dI8NWqVpDTgT4YVBqUwWkddVJpI5CwzZAafAfQ/viewform). Open to both work study and non-work study students.