

Great Bay Community College

CAPS Tutoring Services: Job Description and Qualifications

Hours: Tutors work from 2-10 hours per week depending upon availability.

Salary: Peer tutors without a bachelor's degree: \$12/hr., Tutors with a bachelor's degree: \$15/hr.

Responsibilities:

A peer tutor is responsible for assisting students with academic success in selected coursework. Tutors must possess and demonstrate academic achievement in selected courses. General duties include individual and small group tutoring sessions or in-class tutoring, attendance at scheduled tutor training sessions and/or meetings and assisting with events/projects as needed.

Duties and Responsibilities:

- Provide course-specific remote or on campus tutoring when scheduled by appointment or drop-in.
- Assist students with additional study skills as necessary to improve chances for class success.
- Maintain accurate documentation concerning appointments and payroll timesheets.
- Refer students to the appropriate support services if needed (I.E. Disability Support Services, CAPS Academic Coaching, Library, Help Desk etc.).
- Maintain a professional attitude and adhere to the GBCC code of conduct.
- Conduct the tutoring session in designated areas and for the time scheduled.
- Maintain a strict level of confidentiality about students who utilize tutoring services.
- Provide technology assistance to the students as related to academic success.
- Assist in recommending / creating supplemental materials such as website tip sheets /links, videos.
- Other duties as assigned to improve the quality of academic support by CAPS.

Supervision:

CAPS remote and on campus Peer Tutors work under the direct supervision of the CAPS Tutor Coordinator in Portsmouth campus.

Minimum Qualifications:

- Completion of at least one semester of college.
- Minimum GPA of 3.0 out of a 4.0 scale.
- Grade of B or higher in the course(s) selected for tutoring.
- Recommendation from the Instructor(s) for the course(s) selected for tutoring as related to subject expertise and ability to communicate with others.
- Excellent overall communication skills.
- Technology Knowledge (Canvas, SIS, Navigate, Email, Microsoft Word, Power Point).
- Desire to help fellow students.
- Paid training is provided.