

Work Study Job Description
University of Montana Western
710 S Atlantic St. Dillon MT 59725

Department: Learning Center **Department Head:** Ilene Cohen

Classification/Name of Position: Peer Tutor

Student's Supervisor: Susan White

Office/Location: Lower Level Library Room 006

Email Address: susan.white@umwestern.edu

Phone #: 406.683.7143

Qualifications for the position & the specific qualifications for the various levels/rates of pay associated with the position:

- All persons employed by the Learning Center must adhere to the highest standards of ethical behavior.
- This position requires a high-level work ethic of responsibility, reliability, and punctuality.
- Learning Center staff must ensure that confidentiality is maintained with respect to all communications and records considered to be confidential, unless exempted by law.
- Learning Center staff work with students' academic coursework; therefore, they must be knowledgeable of policies related to academic integrity, plagiarism, student code of conduct and other similar policies.
- Learning Center staff are expected to treat all people seeking services in the Learning Center in a fair, objective, and impartial manner.
- Good interpersonal communication skills and ease in relating to people from varying educational, cultural, and social backgrounds.
- Persons interested in becoming tutors must be at least in their **sophomore year and in good academic standing**. Applicants are required to fill out an employment application, receive a recommendation from a professor in their content area and a signature from the department chair, and complete a hiring interview.
- Must be proficient in Microsoft Excel, Word, and Moodle and adhere to UM Western's code of conduct in terms of the use of technology on campus.
- In-depth understanding of course content being tutored.

Purpose/Role of the position:

Our mission is to help all students reach their academic potential by providing academic support and promoting scholastic growth. The Learning Center tutor provides peer tutoring services to UMW students, youth challenge students and the local community.

Duties/Responsibilities of the position & how they relate to the purpose/goal:

- Tutors are expected to commit between 8 to 12 hours a week.
- Regular attendance at all tutor meetings and an orientation training at the beginning of each term.
- Tutors will be asked to visit classes each block to talk about the specific services that the Learning Center can offer as well as the hours that the center is open.
- Creating content for presentations as requested.
- Accurate record keeping of tutoring sessions and turning in documentation each week.
- Assistance with additional duties, including answering phones, covering front desk, organizing materials, keeping the learning center clean and other clerical duties as requested.

The Financial Aid Office will submit evaluations to each department prior to the end of each semester.