



FASKEN TEACHING AND LEARNING CENTER

Peer Tutor Program

Tutor Qualifications and Duties

<i>Position:</i>	Peer Tutor
<i>Salary:</i>	\$7.25 per hour
<i>Hours:</i>	To be assigned at the beginning of each semester
<i>Duties and Responsibilities:</i>	<ul style="list-style-type: none">*Attend all sessions of the tutor training seminar.*Attend regularly scheduled tutor in-service meetings.*Stay current in the courses he/she is tutoring and meet with the faculty as needed.*Assist the client's learning without doing his/her work.*Refer client to appropriate resources for individual needs.*Keep records current and turned in promptly.*Keep the FTLC informed of important changes (phone numbers, accepting or not accepting clients, etc.)*Report all problems to the FTLC professional staff immediately.*Failure to abide by the FTLC's policies is reason for dismissal from the program.
<i>Qualifications:</i> The applicant should	<ul style="list-style-type: none">*Have and maintain a minimum overall 3.0 GPA.*Have and maintain a 3.0 GPA in content area and courses he/she wishes to tutor.*Have a recommendation from a faculty member for each course in which he/she wishes to tutor.*Be at least of sophomore standing.*Be ethical and responsible.*Enjoy helping others.*Have good communication skills.*Maintain confidentiality at all times.
<i>Application Procedure:</i>	Complete the Peer Tutor application available online at http://www.schreiner.edu/academics/tlc_apply.html . Have a faculty member in the courses you wish to tutor complete the recommendation form and return it to Dr. Kirsten Komara in Dickey #105 or CMB 6254