FASKEN TEACHING AND LEARNING CENTER
Peer Tutor Program
Tutor Qualifications and Duties

**Position:** Peer Tutor

**Salary:** $7.25 per hour

**Hours:** To be assigned at the beginning of each semester

**Duties and Responsibilities:**
- 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.

**Qualifications:**
The applicant should
- 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.

**Application Procedure:**
Complete the Peer Tutor application available online at [http://www.schreiner.edu/academics/tlc_apply.html](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