POSITION NUMBER: TC00016

<table>
<thead>
<tr>
<th>JOB TITLE:</th>
<th>Student Worker I, Peer Tutor Specialist I</th>
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<tbody>
<tr>
<td>DEPARTMENT:</td>
<td>Extended Learning Center</td>
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<tr>
<td>CAMPUS:</td>
<td>LSC-Tomball</td>
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<tr>
<td>PAY:</td>
<td>8.22 per hour</td>
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<tr>
<td>HOURS:</td>
<td>1-6 hours per/wk.</td>
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<td>College Work Study Position</td>
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POSITION SUMMARY

This position will provide tutoring to students enrolled in LSC courses and will help students become independent learners by using effective study skills. Duties to include: keeping attendance records and demographics for students using tutoring services; identifies and records students’ special needs; logs appointment results and description of the sessions; interacts with faculty to determine instructors’ requirements and objectives; mentor students to improve their time management, goal-setting, test-taking, and organizational skills; and tutor students in academic content areas. May interact one-on-one with students. May interact with a high volume of customers. Will work with and assist diverse groups. This position requires a grade of A or B in a specified discipline and Level I CRLA certification within 6 months of employment.

PRIMARY RESPONSIBILITES

1. Provide general information related to the department
2. Tutor students in developmental and college level courses
3. Foster independent learning
4. Serve as a positive role model
5. Identify effective tutoring methods for solving problems students encounter with their courses
6. Provide specific content information when needed

REQUIRED QUALIFICATIONS

- High School Diploma or Equivalent
- 0-1 Year experience

KNOWLEDGE SKILLS AND ABILITIES

- Customer service
- Interpersonal skills
- Analytical and problem solving skills
- Communication skills (written and/or oral)
- Working knowledge of general office procedures and practices