



# STUDENT EMPLOYMENT JOB DESCRIPTION

**Job#:** 99612

**Department:** Tutoring Services (Student Success Center)

**Job Title:** Peer Tutor

**Supervisor:** John McCauley      **Phone #:** 740-755-7764      **Email:** mccauley.4@mail.cotc.edu

**Hourly Rate:** \$ 12.30

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**Qualifications:** *(specific training/experience required)*

English and Communications Tutoring:

- Must have completed Composition 1, Composition 2 and a speech course with an A or B grade.
- Must have excellent written and spoken communication skills.
- Obtain faculty recommendation

Mathematics Tutoring:

- Must have completed a college level mathematics course with an A or B grade or higher course with a grade of B or better.
- Must have excellent math and communication skills, with the ability to communicate complex math ideas simply, accurately, and effectively.
- Need to complete a math skills assessment by the end of the first semester after being hired.
- Obtain faculty recommendation

All other Tutoring:

- Earned a “B” or better in the courses you wish to tutor, or high placement level.
- Obtain faculty recommendation.

**Job Description:** *(specific information regarding level of responsibility, range, and complexity of duties with percentage of time for each)*

65% Provide tutoring services and study assistance in a one-on-one or group setting to communicate course concepts, respond to questions, review notes, assist in test preparation, and observe study skills.

10% Instruct students regarding the use of computers, calculators and other equipment; guide students to specific reference materials and resources.

5% Consult with professional staff on teaching methods for students with special needs; consult with faculty on specific course content as needed

5% Assist students, faculty and staff with questions or concerns regarding tutoring services; assist with orienting new tutors/tutees to program requirements; Make referral to other student support services as needed

5% Brief faculty and students on Tutoring Services programs.

5% Monitor and assist with daily operations of the Student Success Center

This job does not replace a full-time employee.

Click here for an [application](#)

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**COTC Account #:** \_\_\_ Newark 53010-12  
Coshocton 53010-22  
Knox 53010-23  
Pataskala 53010-24

**OFFICE OF FINANCIAL AID USE ONLY**

- Students in this job provide services that are open, accessible and designed to improve the quality of life for community residents or to solve particular problems related to those residents' needs \_\_\_ Yes   x   No
- Students in this job provide services to students with disabilities   x   Yes \_\_\_ No
- Background Check Required? \_\_\_ Yes (BCI & FBI ~ Third Party)   x   No

05/17/22