Drop-In Peer Tutor

Description

Drop-in tutors staff tutoring tables on either weeknights 8 to 10pm or Sundays 3 to 5 pm, throughout the quarter. They assist students by facilitating discussion, answering questions about course concepts, and providing guidance in problem-solving. The program runs in science, math, engineering, and social science courses. Read about the Tutoring program [here](#).

Job Duties

The Peer Tutor will:
- Attend an annual half-day training/orientation session.
- Staff a weekly two-hour tutoring session either in the evening or on Sunday afternoons.
- Collaborate with fellow tutors to provide assistance.
- Attend at least one 1-hour check-in/training session per quarter.
- Regularly check and respond to emails from Program Manager and Senior Tutor.
- Help with program improvement, by responding to tutor surveys and other requests for feedback and suggestions.

Qualifications

The Peer Tutor must:
- Be a Northwestern University undergraduate student.
- Be in good disciplinary standing with Northwestern University.
- In most cases, have a B+ or higher in the course they wish to tutor.
- Have outstanding interpersonal skills.
- Be committed to helping other students succeed.

Dates of Employment

The Peer Tutor must commit to being a tutor for the entire academic year (with exceptions for those students tutoring courses that are only offered during one quarter, or for returning tutors with Study Abroad plans).

Compensation

- The Drop-In Peer Tutor will be paid an hourly rate. Tutors must keep track of the hours spent on tutoring (including training and professional development meetings) and submit their hours at the end of each quarter.
- Students who are work-study eligible may elect to have their pay put toward their work-study allotment (this is optional, not required).
- Students with or without work-study eligibility are welcome to apply.

For more information, contact Krystal, [krystal.wilson@northwestern.edu](mailto:krystal.wilson@northwestern.edu) or 847-467-6406.