

Drop-In Peer Tutor

Description

Drop-in tutors staff tutoring sessions which can take place on weeknights (8-10pm) or Sundays (3-5pm), 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:

- Staff a weekly two-hour tutoring session (runs nine weeks, starting the Sunday after the first week of classes)
- Collaborate with fellow tutors to provide assistance
- Attend a bi-weekly one-hour check-in/tutor-prep meeting with other tutors
- Regularly check and respond to emails from Program Manager and Senior Tutor
- Help with program improvement and marketing, by responding to tutor surveys and other requests for feedback and suggestions
- Enroll in the on-line Peer Leader course (fall and winter quarter), SESP 291 (new peer leaders only)

Qualifications

The Peer Tutor must:

- Be a Northwestern University undergraduate student.
- In most cases, have a B+ or higher in the course they wish to tutor
- Be committed to fostering learning environments where students with a wide variety of social identities feel valued and included
- Be committed to growing and improving as a peer leader over the year
- Have outstanding interpersonal skills
- Be committed to helping other Northwestern students succeed

Dates of Employment

This position is a year-long commitment (with exceptions for those students tutoring courses that are offered only during one or two quarters).

Compensation

- The Drop-In Peer Tutor will be paid an hourly rate and on a bi-weekly basis throughout each quarter they are employed.
- 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 at krystal.wilson@northwestern.edu or 847-467-6406.