

Drop-In Peer Tutor

Description

Drop-in tutors staff tutoring sessions which can take place on Sunday through Thursday nights (8-10pm), 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 all students, no matter their backgrounds or personal characteristics, feel valued
- 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). Please note that occasionally, there is little demand for tutoring. In this circumstance, we do our best to find another placement for peer leaders, but this might not be possible in all cases.

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 Valerie at Valerie.wolf@northwestern.edu.