Drop-In Peer Tutor Responsibilities
2019-2020 Academic Year

- Commit to being a peer tutor for an entire academic year (Fall, Winter, Spring). Occasional exceptions occur with the program manager's approval.
- Attend a peer tutor orientation on September 23, 2019 (8:30am-11:30am).
- Tutor at least one two-hour session per week every quarter (runs 9-10 weeks, starting week 2).
- Record hours worked each week, in a timely manner so end of quarter payments can be processed.
- Attend quarterly check-in meetings and professional development sessions.
- Maintain open communication with the program coordinator about any issues, conflicts or questions.
- Respond to requests from the program coordinator in a timely manner (specifically quarterly availability for tutoring sessions and meetings).
- Assist with marketing the Drop-In Peer Tutoring program.
- Help with student evaluation of the Peer-Guided Study Group program:
  - Encouraging students to complete feedback surveys
  - Completing surveys regarding your experience as a facilitator