



Description: Student-Athlete Peer Tutor

Student-Athlete Success Services

The position of Student-Athlete Peer Tutor reports to the Academic Support Coordinator in Student-Athlete Success Services (SASS) and is responsible for maintaining consistent and frequent academic support contact with a case load (approximately 10-12) of student-athletes. Duties supporting the academic performance of student-athletes in specific classes, alerting SASS regarding any academic abnormalities or problems encountered by student-athletes, suggesting study skills and techniques to student-athletes, and preparing a weekly report on tutoring sessions.

Additionally, peer tutors monitor the study activities of student-athletes in the Gadway Academic Center. They ensure that the Gadway policies and procedures are followed, and report any problematic incidence(s) to a full-time member of the SASS staff.

The incumbent must have strong organizational and communication skills, and a prior history of academic achievement in the courses tutored. Familiarity with the unique academic challenges student-athletes face as well as NCAA rules and regulations governing academic integrity are necessary. Also, the incumbent must possess the ability to work in a diverse setting with a variety of students and staff.

The incumbent(s) will be required to participate in the following activities as a condition of employment:

1. **Regularly scheduled weekly tutoring meetings:** The meetings will be documented via a weekly report submitted to the athletic advisor and coach, and placed in a student file.
2. **Periodic Peer Tutor team meetings:** Peer advisors will be required to attend a weekly meeting with either a member of the SASS unit in order to discuss the current status of their case-loads and prepare for the next week's tutoring meetings.
3. **Monitor study environment:** Peer tutors will work to maintain a quiet study environment in Gadway by ensuring student-athletes properly check in and out, and by enforcing the Gadway policies and procedures.

The approximate percentage distribution of time for each type of assignment is as follows:

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| • One-on-one study sessions | 70% |
| • Drop-in study sessions | 15% |
| • Reporting /Recording/Filing | 10% |
| • Training | 05% |

Forward a letter of interest, unofficial transcript and resume to: Kisha Calbert, Tutoring Coordinator:

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