

**PAL (Peer-Alliance Learning) Tutor Position Description**  
**Valdosta State University**  
**Academic Support Center**

**Position Description:**

Tutors provide individual and small group tutoring sessions in subjects in which the tutor has attained a grade of B+ or better. The tutor facilitates learning as a guide and coach to assist the student to become a successful, independent learner. The purpose of tutoring is to increase and enhance mastery of concepts or applications of a specific course of study. Tutors integrate effective study and learning strategies to maximize the tutee's potential for academic progress. As a member of the Academic Support Center team, tutors are expected to contact instructors and maintain ongoing communication with the Director of the Academic Support Center. Tutors are also expected to refer students to other appropriate college resources as needed. Tutoring is a supplement to teaching.

**Responsibilities:**

- I. Tutor students in specific course material and integrate study and learning strategies to promote independent learning. This can be done on a one-to-one or small-group basis.
2. Maintain a consistent weekly schedule of work hours in the Academic Support Center for appointments and walk-ins. These hours must be entered into the online scheduler.
3. Meet with the instructor(s) of the course(s) you are tutoring and discuss your role as a tutor and obtain any information that will assist you to effectively tutor. Visit class (es) in your subject area to let students know of your availability.
4. Complete the required 10-hour tutor training seminar at the start of the semester, as required by the Academic Support Center Director.
5. Attend workshops in order to obtain College Reading & Learning Association (CRLA) certification.
6. Keep regular and accurate records of tutoring sessions using the appropriate forms kept at the Office Manager's desk.
7. Make appropriate referrals to other campus resources and inform the Academic Support Center Director of any referral.
8. When not tutoring, develop handouts and other instructional materials, work on projects assigned by the Director, and help to keep the center running smoothly and efficiently.
9. Complete bi-weekly timesheets accurately and turn them in to the secretary on a timely basis.

**Position Requirements:**

1. A Tutor must demonstrate an ability to quickly establish rapport and communicate well with students.
2. A Tutor must have an overall GPA of 3.25 or higher.
3. A Tutor must have completed the course(s) in which they wish to tutor earning a B+ or better (Grade of an A or higher is preferred).
4. A Tutor must have 2 faculty recommendations for each subject area in which they wish to tutor. English and Mathematics require successful completion of a 1 and 2 credit training course respectively and recommendation by the course instructor.
5. Excellent interpersonal communication skills, and ease in relating to people from varying educational, cultural, and social backgrounds.
6. Excellent level of responsibility, reliability, and punctuality.
7. Appropriate and professional behavior at all times.
8. Current enrollment as a VSU student, taking 6 credits or more.
9. Complete both VSU student assistant and Academic Support Center application forms.
10. Interview with the Director of the Academic Support Center.