



Western Kentucky University  
Advising & Career Development Center

### **Peer Tutor (The Learning Center)**

#### **General Description:**

The Peer Tutor is a student employee of the Advising and Career Development Center under the direct supervision of the Specialist for The Learning Center. Peer Tutors are responsible for providing undergraduate WKU students with the one-on-one support necessary to achieve student-set learning goals. Peer Tutors meet with students individually in 45-min increments to help the student review or break down content that they may need additional help with. Peer Tutors have set availability on our scheduling platform, TutorTrac, and will come to The Learning Center (DSU 1082) to conduct their tutoring appointments. Must be able to conduct Zoom appointments as well for students who elect to have online meetings.

#### **Primary Duties and Responsibilities:**

- Meet with students individually for scheduled synchronous appointments within The Learning Center.
- Assess student study habits and show methods for improving study skills.
- Promote independent learning.
- Reinforce key concepts presented by instructors.
- Promote academic integrity.
- Perform other job related duties as assigned.

#### **Essential Functions:**

- Ability to communicate effectively with faculty, staff, students, and guests of the university from diverse backgrounds.
- Ability to promote appropriate learning strategies.
- Ability to maintain accurate records.
- Ability to maintain confidentiality.
- Ability to maintain an educational environment which encourages learning.
- Ability to make decisions and work independently.
- Ability to ensure policies and procedures are followed in all decisions.

#### **Requirements:**

Applicant must be a currently enrolled full-time (12 credit hours) undergraduate student at WKU with an overall GPA of at least 3.00. Applicants must have earned an “A” or “B” in each course they will tutor. Ideal candidates will have multiple classes they can offer tutoring for, and may be assigned to tutor certain courses as needed.