

# SJSU Peer Tutor Job Announcement



**Peer Connections**  
**Office of Student and Faculty Success**

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The latest San José State University Safety 101 Uniform Campus Crime and Security Report is available. You may request a copy of San José State University's annual safety report by contacting the University Police Department at (408) 924-2222 or by visiting the website at [www.sjsu.edu/safetyreport](http://www.sjsu.edu/safetyreport).

## **SJSU Peer Tutor Job Description**

Peer Tutors provide SJSU students with small group and individual tutorial assistance for existing course curriculum. In addition, Peer Tutors further develop students' self-esteem, learning and study strategies, and critical thinking skills. Peer Tutors are responsible for using "best practices" learned during the nationally certified training they receive. Peer Tutors work with students to identify their areas of strength and to be accountable and responsible for their educational choices and actions.

## **Qualifications:**

For consideration, candidates must possess the following qualifications:

- Minimum grade point average of 2.75 or a 3.0 for 2 consecutive semesters prior to the hiring semester.
- Must be enrolled in at least 6 units as an undergraduate or at least 4 units as a graduate student.
- Strong organizational, interpersonal, and communication skills.
- Demonstrated above-average creative problem-solving, critical thinking, patience, & decision-making skills.
- Ability to work in a diverse, team-driven environment with a variety of students, faculty, and staff.
- Friendly, respectful, and professional demeanor with a positive attitude.
- Willingness to accept supervision and constructive feedback and to implement recommendations for improvement as directed.
- Must be making progress towards earning a degree.
- Must be available to attend Peer Connections training on weekdays January 14-18 and Jan 22, 9-5pm. Note that all HR paperwork must be completed prior to starting training.
- Must attend weekly training meetings on Fridays from 9:30-11:30am or 1:30-3:30pm for the first semester of employment, and designated meetings on Thursdays from 4:30-5:45pm.

*(Any exceptions to the minimum eligibility qualifications can only be granted at the sole discretion of the university.)*

### ***Definition of Tutoring: Understanding, Learning, & Thinking (Course Content)***

Tutoring empowers individuals to become independent learners and critical thinkers. Tutors are academic coaches who provide a supportive environment for students to understand new or challenging material through the use of innovative learning and study strategies.

### ***A Peer Tutor is:***

An SJSU Peer Tutor is knowledgeable about the content of specific subjects and has been trained to assist other students to increase their academic skills and understanding of SJSU course material.

### ***Role of the Peer Connections Tutor***

1. Encourages and engages tutees to develop their self-confidence, self-efficacy, and learning strategies to become independent learners.
2. Supports tutees in identifying their areas of strengths and challenges.
3. Assists tutees to develop effective learning and study strategies that include critical thinking, problem-solving, and decision-making.
4. Provides tutees with supplemental assistance to existing course curriculum.
5. Encourages tutees to be accountable and responsible for their educational choices.

### ***Peer Tutor Responsibilities***

1. Provide small group and individual tutoring services in designated Peer Connections areas, based on the guidelines, policies, and procedures in this reference manual.
2. Use effective CRLA-certified tutoring methods, strategies, and “best practices” taught in Levels I and II training when working with tutees.
3. Arrive to and finish scheduled work sessions on time.
4. Follow the initial work schedule for the entire semester, unless otherwise approved by your supervisor.
5. Adhere to the written policies and procedures of Peer Connections, and be familiar with the Peer Connections staff and their respective responsibilities and services.
6. Complete all administrative tasks **correctly and on time**, such as GradesFirst Tutor Reports and assessments, “No Show” Reports, and PeopleSoft/mySJSU records.
7. Work as a productive and collaborative member of the Peer Connections team.
8. Respond appropriately to constructive feedback and supervision from your supervisor.
9. Finish CRLA Levels I and II training prior to completing 3 semesters with Peer Connections, unless otherwise approved by your supervisor.
10. Complete 25 hours of direct student service each semester.
11. Attend all scheduled staff and training meetings (unless excused by your supervisor) and participate by proposing initiatives, addressing concerns, supporting colleagues, clarifying questions, and initiating discussions on current topics or scenarios.

12. Be familiar with Peer Connections and University policies, procedures, and forms, which include (but are not limited to) the Code of Ethics, sign in/sign out procedures, tutor requests, e-mail, use of name tags and name cards, Canvas and GradesFirst procedures, and payroll submissions.
13. Educate the SJSU community about Peer Connections by making faculty contacts and/or class announcements and distributing brochures and bookmarks.
14. Discuss any concerns or suggestions regarding the program with your supervisor.
15. Complete other assigned duties in compliance with the United Auto Workers (UAW) 4123 (Unit 11) contract.

### *Employment Information*

- The Peer Tutor position is merit-based; students can apply for tutor positions regardless of work-study eligibility.
- Tutors are employed on a semester basis and contracts are subject to renewal each semester.
- We highly recommend that tutors not work more than 20 hours of employment responsibility per week.
- Tutors are paid for their scheduled work and for attending staff meetings and training sessions.
- The Assistant Director determines the number of hours per week that tutors are scheduled to work based upon need, availability, and skill. Tutors work between 6 and 20 hours per week. (Exceptions to the minimum number of hours are granted only by the Assistant Director.)
- Tutors must maintain an SJSU GPA of 3.0 each semester. You are always encouraged to speak with your supervisor as soon as you feel you are having a difficult time managing your class(es), work, or life - do not wait until the end of the semester. We are here for you just as you are here for our students. If you do not maintain a semester 3.0 GPA, you are responsible for arranging a meeting with your supervisor as soon as you receive your grades to discuss your eligibility to stay in the program.

If, at any time during your employment with Peer Connections, you have two semesters where your SJSU GPA is below a 3.0 (whether they are consecutive or not), or if your SJSU cumulative GPA falls below a 3.0, you will not be re-hired. You may choose to re-apply for a position once your **semester and cumulative** SJSU GPA are above 3.0.

### *Employment Privileges*

- Tutors receive priority registration after they have been employed at Peer Connections for one semester and continue to work in the program for a second semester. Priority registration allows tutors to enroll in their classes before the general student population, so they can arrange their class schedules in order to attend **mandatory** staff and training meetings.
- While employed at Peer Connections, tutors are eligible to receive reduced parking fees through SJSU Parking Services.

### **Compensation:**

Peer Tutors receive a salary of \$15-\$16.25/hour based on experience.

## **Application Process**

Applications are available at: <http://peerconnections.sjsu.edu/employment/>

Applications are due October 31<sup>st</sup> at 11:59pm.

**Questions about the Peer Tutor position or the application process should be directed to:**

- Deanna Peck, Peer Connections Director
- 408-924-2181
- Deanna.Peck@sjsu.edu