

# COTC - OSUN

## Student Employment Job Description

**Job#:** 3933

**Department:** Tutoring Center

**Job Title:** Peer Tutor

**Supervisor:** David I. Williams

**Phone #:** 364-9672

**Email:** dwilliam2@cotc.edu

**Hourly Rate** LEVEL I - \$7.92 (Regular Tutor)    LEVEL II - \$8.32 (Advanced Tutor)    LEVEL III - \$8.72 (Master Tutor)

---

Quarters job is available: Summer x      Autumn x      Winter x      Spring x

Times job is available: Mornings x      Afternoons x      Evenings x      Weekends    

---

**Job Description** (as detailed as possible):

### **Level I** (*Regular Tutor - \$7.92 per hour*)

**Job Duties:**

Work one-on-one or in small groups to communicate course concepts, respond to questions, review notes, assist in test preparation, and observe study skills.

Make referral to other academic support personnel as needed.

Consult with professional staff on teaching methods for students with special needs.

Consult with faculty on specific course content as needed.

Maintain records of each tutor session.

Complete required paperwork with assistance.

Perform independently under daily supervision.

**Qualifications:**

Earned a “B” or better in the courses you wish to tutor, or high placement level.

Obtain faculty recommendation.

Good communication skills.

Demonstrate model student behavior.

Ability to work effectively with diverse populations.

Complete paid Tutor Training Workshops Level 1 (Level I Pay Rate).

Received a satisfactory evaluation for Level I.

### **Level II** (*Advanced Tutor - \$8.32 per hour—move up to this level after completion of Level II requirements*)

**Job Duties:**

Work one-on-one or in small groups to communicate course concepts, respond to questions, review notes, assist in test preparation, and observe study skills.

Make referral to other academic support personnel as needed.

Consult with professional staff on teaching methods for students with special needs.

Consult with faculty on specific course content as needed.

Maintain records of each tutor session.

Complete required paperwork.

Perform independently under general supervision.

**Qualifications:**

Earned a “B” or better in the courses you wish to tutor, or high placement level.

Obtain faculty recommendation.

Strong communication skills.  
Demonstrate model student behavior.  
Ability to work effectively with diverse populations.  
Ability to assist other tutors in completing required paperwork.  
Complete Level II Tutor Training for increase in pay to next higher pay level (Level II Pay Rate).  
Received a satisfactory evaluation for Level II.

**Level III** (*Master Tutor - \$8.72 per hour—move up to this level after completion of Level III requirements*)

**Job Duties:**

Work one-on-one or in small groups to communicate course concepts, respond to questions, review notes, assist in test preparation, and observe study skills.  
Make referral to other academic support personnel as needed.  
Consult with professional staff on teaching methods for students with special needs.  
Consult with faculty on specific course content as needed.  
Maintain records of each tutor session.  
Assist other tutors in completing required paperwork when necessary.  
Brief faculty and students on Tutoring Center programs.  
Perform independently under general supervision.

**Qualifications:**

Earned a “B” or better in the courses you wish to tutor, or high placement level.  
Obtain faculty recommendation.  
Exceptional communication skills.  
Demonstrate model student behavior.  
Ability to work effectively with diverse populations.  
Ability to effectively supervisor and assist other tutors in the performance of their duties when required.  
Complete Level III Tutor Training for increase in pay to next higher pay level (Level III Pay Rate).  
Received a satisfactory evaluation for Level III.

This job does not replace a full-time employee.

---

**COTC Acc't #:**

Newark 53010-12  
Coshocton 53010-22  
Knox 53010-23  
Pataskala 53010-24

**OSU Org-Fund #:** 09733-012510  
**OSU Check Sort #:** NWK25

**OFFICE OF FINANCIAL AID USE ONLY**

Students in this job provide services that are open, accessible and designed to improve the quality of life for community residents or to solve particular problems related to those residents' needs  Yes  No

Students in this job provide services to students with disabilities  Yes  No