JOB DESCRIPTION

TITLE: Peer Tutor (RCC Traditional Student)

GRADE:

FUNCTION:
> The Peer Tutor provides academic support to fellow RCC students by assisting with understanding course material, modeling effective study strategies, and promoting independent learning skills. The position is designed to support student success, retention, and persistence through peer-to-peer support.

RELATIONSHIPS:
> The Peer Tutor is supervised by the Director of Advising, Counseling and Career Services. The Peer Tutor works collaboratively with faculty, staff, and advisors to support student learning. The peer tutor provides tutoring services directly to RCC students in assigned subject areas.

DUTIES AND RESPONSIBILITIES:
- Provide individual and small-group tutoring in assigned subject areas through the SOAR Center.
- Assist students with understanding course material, reviewing concepts, developing study skills, and preparing for assessments.
- Monitor and motivate students' progress.
- Guide students in test taking skills.
- Collaborate and communicate with instructors, advisors, and Director of Advising, Counseling and Career Services to assist student needs in tutoring.
- Maintain records pertaining to tutoring using AVISO or other instruments for data collection.
- Utilize approved learning materials, instructional tools, and resources to support tutoring sessions.
- Participate in training to improve tutor skills and techniques.
- Assist with workshops, study sessions, and or academic support activities as needed.
- Refer students to additional campus support staff when needs extend beyond academic tutoring.
- Performs other job-related duties as assigned.

QUALIFICATIONS:

- Currently enrolled RCC student in good academic standing.
- Minimum cumulative GPA of 3.0.
- Strong communication, interpersonal, and organizational skills.
- Ability to work independently and responsibly.
- Recommendation from RCC instructor.
- Ability to use basic technology platforms (Microsoft tools, learning management systems, tutoring software).

EMPLOYMENT REQUIREMENTS:

- Must maintain RCC enrollment and good academic standing throughout employment.
- Hours are part-time and based on student need, availability, and funding.
- Employment is contingent upon successful completion of required training.

LOCATION: The SOAR Center, other designated campus locations, and online