

## Student Employment Job Description

<b>Job Title:</b>	Peer Tutor
<b>Department:</b>	Stafford Learning Commons
<b>Rate of Pay:</b>	2026/27 Academic Year \$15 Per Hour
<b>Location:</b>	Columbia College 1001 Rogers St. Columbia, MO 65201
<b>Posted Date:</b>	August 31, 2026 - August 24, 2027
<b>Supervisor:</b>	Kim Cook
<b>Purpose/Summary:</b>	Peer Tutors provide course-specific academic support to fellow students through collaborative learning, study support, and skill-building. Tutors help students strengthen understanding of course material, improve study strategies, and build confidence in challenging subjects. Peer Tutors are expected to create a welcoming and encouraging environment that promotes active learning and academic success. Support may occur through individual appointments, group tutoring sessions, review workshops, embedded tutoring support, and virtual appointments.
<b>Essential Functions:</b>	<ul style="list-style-type: none"> <li>• Provide academic support in assigned subject areas</li> <li>• Help students develop study strategies, problem-solving skills, and course comprehension</li> <li>• Encourage independent learning and student confidence</li> <li>• Facilitate collaborative learning rather than simply providing answers</li> <li>• Maintain accurate records of tutoring appointments and student interactions</li> <li>• Attend required trainings, meetings, and professional development activities</li> <li>• Communicate professionally with students, faculty, and AAC staff</li> <li>• Support outreach events, review sessions, and Academic Achievement Center programming as needed</li> </ul> <p>Peer Tutors may support courses in areas such as:</p> <ul style="list-style-type: none"> <li>• Math</li> <li>• Science</li> <li>• Business</li> <li>• Nursing</li> <li>• Psychology</li> <li>• Computer Science</li> <li>• History</li> <li>• Social Sciences</li> <li>• Other approved academic disciplines</li> </ul>

**Qualifications:****Required:**

- Current Columbia College student in good academic standing
- Minimum cumulative GPA of 3.0 preferred
- Earned a grade of A or B in supported course(s)
- Strong communication and interpersonal skills
- Reliable, organized, and professional
- Ability to explain concepts clearly and work collaboratively with peers

**CRLA Hiring Standards**

To align with College Reading and Learning Association standards, Peer Tutors must meet the following:

- Faculty recommendation or endorsement in supported subject area(s) (recommended)
- Demonstrated mastery of course content
- Successful completion of the AAC interview and selection process
- Completion of required tutor training prior to or shortly after hire
- Participation in ongoing tutor training and professional development
- Commitment to professionalism, tutoring ethics, confidentiality, and student-centered support practices