

Student Employment Job Description

Job Title:	Peer Writing Tutor
Department:	Stafford Learning Commons
Rate of Pay:	2026/27 Academic Year \$15 Per Hour
Location:	Columbia College 1001 Rogers St. Columbia, MO 65201
Posted Date:	August 31, 2026 - August 24, 2027
Supervisor:	Kim Cook
Purpose/Summary:	<p>Peer Writing Tutors support fellow students through collaborative, student-centered writing assistance. Tutors help students brainstorm ideas, organize assignments, strengthen arguments, improve clarity, effectively and ethically utilize AI writing tools, and develop confidence in their writing process across disciplines.</p> <p>Writing Tutors are expected to foster a welcoming, encouraging environment that promotes independent learning and academic growth. Tutors guide students through the writing process rather than editing or correcting papers for them. Support may be provided through in-person appointments, virtual meetings, embedded support opportunities, and electronic feedback.</p>
Essential Functions:	<ul style="list-style-type: none"> • Provide one-on-one writing support to students across academic disciplines • Assist students with brainstorming, organization, thesis development, revision, citation styles, grammar, and clarity • Assist students with the ethical use of AI for writing support (when approved by instructors) • Encourage student independence and critical thinking • Maintain professionalism, confidentiality, and positive communication with students, faculty, and staff • Accurately document tutoring sessions using Learning Commons procedures and systems • Attend required staff meetings, tutor trainings, and professional development sessions • Support outreach activities, workshops, and events as needed • Refer students to additional campus resources when appropriate

Qualifications:**Required Qualifications:**

- 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

Preferred Qualifications

- Previous tutoring, mentoring, leadership, or peer support experience
- Familiarity with MLA, APA, and/or Chicago citation styles
- Comfort working with virtual tutoring technologies

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