QUEST PEER TUTOR POSITION

All tutors must be in good academic standing, show expertise in the academic area, and relate well to peers. Prospective tutors must complete an application and an interview.

Tutors are expected to conduct themselves in a professional manner and maintain a high level of integrity at all times. They are required to manage meetings in a tone or way that empowers their tutee's learning and communicate any difficulties to QUEST Tutoring Program Coordinator, Jennifer DeConde. Tutors are expected to arrive punctually to pre-arranged meetings and must give adequate notice when a meeting must be canceled.

Peer Tutor Position Description
The mission of the QUEST Peer Tutoring Program is to provide a learner centered framework that includes interacting with tutees using powerful questions to empower tutees to become reflective in their learning process.

Peer Tutor Qualifications:
- Recommendation by a faculty member to apply for QUEST Peer Tutoring Program
- Demonstrated mastery of subject area; must have a B+ or better in courses that you tutor
- Willingness to work with diverse cultural, economic, and academic backgrounds
- Possess excellent communication skills to effectively converse with faculty and peers
- Possess strong time management and organizational skills.
- Ability to maintain confidentiality
- Ability to serve as a role model
- Ability to reinforce active learning strategies

Responsibilities:
- Attend all scheduled meetings and required training
- Provide opportunities for tutees to develop effective learning strategies and study skills
- Be on time and prepared for tutorial sessions
- Submit all forms and paperwork on or before deadlines
- Maintain all records and forms as required by the office
- Participate in the QUEST Peer Tutoring Program's assessment process
- Provide written, oral and/or electronic input to tutorial staff as needed
- Participate in the evaluation process such as being observed and be open to feedback
- Maintain satisfactory progress and good academic standing