



FLOOR (PEER) TUTOR JOB DESCRIPTION

Floor Tutors (FTs) are hired to tutor in the ASTC for particular course(s) for the duration of the semester. In consultation with ASTC staff, FTs hold weekly tutoring hours in the ASTC, and help students from any section of the course(s) they cover to understand course concepts, support skill building, and realize scholarly growth. Tutoring sessions can be drop-in or scheduled, depending on circumstances.

During a given semester, ASTC Tutors can serve solely as Floor Tutors, or as Embedded Tutors and Floor Tutors. Tutors may cover multiple courses in multiple disciplines, but are limited to 20 hours per week overall. All Tutors must be equity-minded, punctual, enthusiastic, empathetic, and have a desire to provide holistic academic support.

General Peer Tutor Job Duties:

- Provide individual and small group tutoring to students to help them understand course concepts.
- Assist students in academic skill- building and scholarly growth.
- Encourage tutees to develop effective learning and study strategies that include critical thinking, problem-solving, and decision-making.
- Supports tutees in identifying their areas of strengths and challenges.
- Guide students in understanding the policies and procedures of the ASTC.
- Provide ASTC orientations to classes.
- Refer students to other Student Services as appropriate.
- Promote the ASTC around campus and encourage peers to visit and see how the ASTC can support them and their individual goals.

General Peer Tutor Qualifications:

- Have an overall GPA of 3.0 or better
- Earn a B or better in each class for which you wish to tutor
- Be currently enrolled in 6 or more units at Solano Community College
- Attend all mandatory orientations, training sessions, and staff meetings
- Attend and complete tutor training. Tutor training examines the basics of learning principles, communication, listening skills, and effective tutoring techniques; as well as provides supervised practice in tutoring. It consists of 8 hours of training, typically (but not always) broken up into two 4-hour sessions. Some portion of tutor training may be held online.

EMPLOYMENT INFORMATION

Please note: we cannot guarantee employment. ASTC staff will maintain an applicant pool of tutors by specialty and availability, and once a spot opens up that seems like a good fit, we'll reach out.

Tutors Must:

- Arrive to and finish scheduled work sessions on time.
- Follow the initial work schedule for the entire semester, unless otherwise approved by the ASTC Specialist.
- Tutors are employed on a semester basis and contracts are subject to renewal each semester.
- Tutors are paid for their scheduled work and for attending staff meetings and training sessions.
- Tutors are always encouraged to speak with the ASTC Specialist and/or ASTC Coordinator as soon as they are having difficult time managing class(es), work, or life - do not wait until the last minute. We are here for you just as you are here for our students.

