

PEER TUTOR

DISTINGUISHING FEATURES OF THE CLASS: Incumbents of this class are students working in the Academic Support Center working under the direct supervision and guidance of an Academic Support Center Coordinator. Students are selected through the Community College's Human Resources Office and their respective school coordinator to tutor other students in areas such as Math, Reading and English. Appointments to these positions are temporary. Supervision is not a responsibility of this class. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Tutors students in college level and advanced reading and English as well as in computational skills and the basic concepts of math;

Familiarizes students with computer and audio visual equipment;

Assists Academic Support Center staff in diagnostic testing;

Scores diagnostic tests;

Maintains Center office machines and carousels;

Reports problems with audio visual equipment;

Prepares Center for scheduled groups by ensuring adequate seating and supplies;

Performs clerical support functions such as word processing, filing, and copying;

Maintain, records and copies and files student registration and attendance records;

Prepares reports on assigned students to follow progress;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, email and database software in performing work assignments;

May perform other incidental tasks, as required.

REQUIRED KNOWLEDGES, SKILLS, ABILITIES AND ATTRIBUTES: Ability to follow oral and/or written instructions; ability to meet schedules, guidelines, and standards of performance developed for the position; ability to effectively use computer applications such as spreadsheets, word processing, calendar, email and database software; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; dependability; honesty; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Current matriculation at Westchester Community College.

West. Co.
J.C.: Competitive
DRC3
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Job Class Code: H0275
J.G. H07

Comment [WC1]:
Issued: 1/4/05
Created:
Date approved other than competitive:
For Departments: