

**Colorado Mountain College**  
**Position Description**

Title: Student Peer Tutor, Part-time Maximum 28 hours per week  
FLSA Classification: Non-exempt (Hourly)  
Hiring Rate: \$16.58 per hour

Primary Responsibility

Under the direction of campus leadership, the Student Peer Tutor position provides a welcoming and supportive environment for students to better understand course material. The peer tutor helps clarify course content and models successful study strategies for their fellow peers. Work hours may fluctuate depending on scheduled activities and student needs.

This is a part-time position which is limited to 28 hours per CMC's workweek. CMC's workweek is Saturday through Friday.

Pre-requisites for Position (Qualifications Standards)

Education and experience sufficient to meet the rigors of the position. Must be an active full-time or part-time enrolled student in good standing at CMC with a cumulative GPA of 3.0 or higher, and excellent interpersonal communication skills. Or equivalent education and experience that will provide the necessary knowledge, skill, and abilities to perform the functions of the position.

Selected candidate must be a Colorado Mountain College (CMC) student.

Special Skills or abilities directly applicable to the position: Knowledge and experience in the course content in the discipline applying to tutor in required. Must provide transcripts with proof of B average or better in the tutor discipline area. Ability to interact with a diverse student population; read, write, speak, and understand English well; operate variety of office equipment; proficient in computer applications, including word processing, spreadsheets and electronic mail; multi-task; meet deadlines; strong verbal, organizational, and interpersonal skills.

Welcoming. Innovative. Focused on Student Success. These values reflect the soul of CMC. They guide us in building our teams, cultivating leaders, and expanding our approaches and mindset. They guide us to be an institution of higher education that's the right fit for every faculty member, staff, student, collaborative partner, and community member in our trust. Applicants must demonstrate a commitment to working effectively with students, employees, and community members of all backgrounds.

Bilingual (English/Spanish) or conversational language abilities preferred.

### Essential Duties

1. Tutor in discipline in an open labsetting.
2. Model successful study skills, habits and strategies.
3. Provide mentees personalized academic support as appropriate, and/or tutoring referrals, as needed.
4. Assist mentees in identifying interests, strengths, and goals.
5. Develop action plans, with specific steps, that assist mentees in reaching said goals.
6. Offer support, patience, and enthusiasm while guiding mentees.
7. Evaluate mentee's time management, organizational skills, and learning strategies.
8. Guide mentee through online tools to assist in identifying mentee's learning styles and discuss corresponding approaches to academics.
9. Assist in problem solving.
10. Listen, encourage, and provide positive reinforcement.
11. Communicate closely with CMC student services staff regarding ongoing needs and progress of mentees and of self as peer mentor.
12. Observe closely, brainstorm, and creatively generate ideas for exceptional present and future Peer Mentor services.
13. Performs other duties as assigned

### Supervision Received

This position reports to the designated campus leader.

### Special Conditions of Employment

Successful completion of a background check will be required as well as motor vehicles records report. Incumbents in this position will adhere to all safety and compliance policies of Colorado Mountain College while performing all duties assigned.

### Working Conditions

This position requires constant sitting, occasional walking, standing and driving; occasional handling objects, pushing/pulling; frequent reaching with hands/arms, and use of finger movements; occasional lifting, carrying, pushing or pulling objects up to 50 lbs. Constant written and oral communication and the ability to reason and analyze and perform calculations occasionally. Work is performed using a computer and standard office equipment daily and driving a vehicle occasionally.

CMC is committed to the full inclusion of all qualified individuals. As part of this commitment, the College will assist individuals who have a disability with any reasonable accommodation requests related to employment, including completing the application process, interviewing, completing any pre-employment testing, participating in the employee selection process, and/or to perform essential job

functions where the requested accommodation does not impose an undue hardship. If you have a disability and require reasonable accommodation to ensure you have a positive experience applying or interviewing for this position, please direct your inquiries to our ADA Coordinator, Human Resources, [benefits@coloradomtn.edu](mailto:benefits@coloradomtn.edu)

Position description drafted by: Jane Szucs Date: 09052019

HR Reference Information:	
Position group and code:	
Date of review:	<i>124</i>

NOTE: This position description is intended to indicate the basic nature of positions allocated to this class and provide examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned. Employee may perform other related duties as required to meet the ongoing needs of the organization.



