|  |  |
| --- | --- |
| **Title of Position** | Peer Tutor  |
| **Department** | Learning Support Services  |

**Primary Job Duties**

**Inventory No. / Job Task Details**

3.03 Assist with preparation and organization of classroom supplies and materials

4.04 Provide general guidance and training, acting as student lead/role model to peers and/or volunteers in the college community

4.11 Provide tutorial assistance to student peers; explaining instructions and procedures and referring to staff/faculty as appropriate.

**Qualifications**

• Current student of Fleming College

• Enrolled in a related program of study

• Good verbal and written communication skills

• Good human relations and interpersonal skills

• Ability to follow verbal and written instructions, seeking advice from manager/leader as required