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| **Title of Position** | Peer Tutor  |
| **Department** | School of Health & Community Services  |

**Primary Job Duties**

**Inventory No. / Job Task Details**

1.10 Respond to general inquiries (email, phone, in person), providing customer service, basic instruction and direct students/staff to appropriate personnel or resources

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