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| **Title of Position** | Peer Tutor - Biocommons |
| **Department** | School of Environmental & Natural Resource Sciences |

**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

3.00 Assist with daily cleaning and maintenance of classroom and/or lab space and equipment (cleaning, organizing, servicing, inventory and sign out of equipment)

3.03 Assist with preparation and organization of classroom supplies and materials

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