Learning Enhancement Center
Job Description: Peer Tutor for Undergraduates

The Learning Enhancement Center is primarily a student-assisted facility for La Verne faculty, staff, and students. The LEC is available to undergraduate, RCA, CAPA, and online students. Services provided include appointment-based and drop-in tutoring for a variety of disciplines, study group facilitation, seminars, and workshops on study strategies, academic skills, and computer software applications. The center is under the supervision of Corrine Hinton, Director of the Learning Enhancement Center.

All applications for peer tutoring positions will be reviewed, and selections will be made based on the Director and/or Assistant Director’s assessment(s) of the following qualifications:

- A strong academic background in the subjects to be tutored (minimum overall GPA of 3.0 and a letter grade of B or better in the courses you wish to tutor);
- Sensitivity to the diverse socioeconomic, cultural, ability, and academic backgrounds of LEC students;
- Ability to communicate challenging material or information to students, especially those with introductory knowledge in particular subject matter;
- Ability to listen to the needs of students and work cooperatively in setting realistic and productive tutoring session goals; and
- Dependability and personal accountability for keeping appointment times and using LEC resources.

Job responsibilities include:

- Tutoring students on an individual or group basis by appointment or drop-in;
- Familiarizing yourself with and maintaining available LEC resources for students and staff;
- Referring students and/or staff to appropriate resource materials based on individual needs;
- Gathering and reporting accurate student and session data;
- Reporting any problems with schedules and/or tutees to the Director of the LEC;
- Attending orientation (paid) prior to the start of each regular semester (fall & spring);
- Attending at least two staff & training meetings during each regular semester (fall & spring);
- Developing and presenting one workshop per semester (individually or collaboratively) in a topic related to your area of expertise (with the approval of and supervised by the LEC Director or Assistant Director); and
- Participation in the Peer Tutor Mentoring Program (either as mentor or mentee, depending on length of LEC service); and
- Other duties as assigned by the LEC Director and/or Assistant Director.

If you are interested in becoming a tutor with the Learning Enhancement Center and believe you meet the desired qualifications, please obtain a tutor application and departmental recommendation form from the LEC.

Submit the completed application, recommendation form, and a current résumé to either Corrine Hinton (Director, ext. 4842, chinton@laverne.edu) or Ebony Williams (Assistant Director, ext. 4045, ewilliams@laverne.edu) in the Learning Enhancement Center. To ensure we can contact you for an interview, please include a valid phone number and email address on your application.