

Job Title:	Peer Tutor, University
Job Description:	The Peer Tutor assists fellow students with subjects they may be having challenges with. The position provides a flexible work schedule to accommodate the student employee's class schedule including non-class hours such as weekends and holidays. Hours are available during the full academic year, from Fall 2024- Spring 2025.
Reports to:	Learning Specialist, College of Osteopathic Medicine
Classification:	Staff, Part Time, Non-Exempt
Essential Duties:	<p>In the execution of job duties, staff must abide by all CHSU policies and procedures. This job description is not intended to be all inclusive and staff will also perform other reasonably related duties as assigned.</p> <ul style="list-style-type: none">• Provide tutoring to COM students in one-on-one or small group sessions• Meet with students on COM Campus or other OSA preapproved virtual sessions• Utilize Paylocity to log tutoring hours and student attendance accurately• Respect student's right to confidentiality and follows FERPA requirements• Always Represent the College of Osteopathic Medicine through courteous and professional behavior.• Complete required training
Qualifications:	<p>Skills & Experience:</p> <ul style="list-style-type: none">• Eligible for work-study• Minimum 3.0 GPA in osteopathic medicine curriculum and maintain acceptable academic standing.• A grade of B or higher in academic subject areas for which tutoring• Excellent communication skills• Maintain high level of professionalism and conduct.• Ability to work with students one-on-one and in small groups• Available to work a maximum of 6hours per week during the academic semester.
Compensation:	CHSU offers a competitive benefits and compensation package. Salary range for this position is \$16.50 an hour.

Application Instructions

Interested candidates are to electronically submit a letter of interest, a detailed resume and the names, titles, and contact information of at least (3) professional references. Please send a completed package electronically to careers@chsu.edu and type **Peer Tutor** in the subject field of the email.