TRIO PEER TUTOR JOB DESCRIPTION 2022-2023

General Description:

The TRIO Peer Tutor position at Michigan State University is designed to help students who identify as first-generation, disabled and/or income eligible college students (named TRIO Scholars) in achieving success during their transition from high school to college. This position will allow successful candidates to provide peer academic support to new and returning students enrolled in the TRIO Program. Tutors will assist in student learning and retention through facilitation of small group and/or individual tutoring sessions that help students better understand concepts and applications of course content. The successful candidate for this position will have knowledge of study skills and strategies and how to apply them to various subject matters. TRIO Peer Tutors are also responsible for keeping records of all interactions with students.

Duties include, but are not limited to:
- Provide tutoring and academic support for students in the TRIO SSS Program
- Attend TRIO Peer Tutor training prior to the start of classes each semester (1-2 day fall training in mid-August, and 1-2-day spring training in early January, 9:00 AM – 5:00 PM each day)
- Attend biweekly TRIO Peer Tutor meetings and in-service trainings
- Outreach and refer TRIO students to TRIO Tutoring Center for individual and group academic support
- Assist students with academic action plans to assist them in overcoming academic obstacles
- Demystify seeking academic support by normalizing use of tutoring services and resources
- Participate and engage in TRIO programming and workshops as requested

To Complete Application:
- Provide Resume
- Provide Transcript
- Submit Here

Requirements and Characteristics
- Full-time MSU, East Lansing undergraduate student; Enrolled at MSU at least one year
- Minimum cumulative GPA of 2.75. Minimum GPA of 3.0 in course you are tutoring.
- Ability to work 8–10 hours per week ($13.00/hr). We cannot guarantee the number of hours you will be assigned due to the nature of the program. The number of hours you will receive is contingent upon your available hours, the courses you can tutor, and the number of students requesting a tutor for those courses
- Understanding or interest in the experiences of students who are the first in their families to attend college including challenges and strategies for success
- Understanding experiences of scholars with limited income and/or with a reported disability to refer to supporting resources on or near campus
- Strong oral and written communication skills
- Have a strong sense of responsibility, professionalism, and teamwork
- Open to learning about cultures, ethnicities, lifestyles, and backgrounds different from one's own
- Ability to serve as a positive role model
- Professional, dedicated, and supportive team member
- Passion for MSU and helping fellow students achieve their academic and personal goals
- **TRIO students preferred and given first priority in hiring**