Job Description

Peer Mentor
Tutoring Center
Wilson Library 280 | 360.650.3855
www.wwu.edu/tutoringcenter

Title: Peer Mentor
Reports to: Head of the Tutoring Center and Coordinator
Salary: Starts at $14.49; this pay rate is within the Classification 1 wage range as established by the Student Employment Center. Work Study and Non-Work Study positions available.

Qualifications:
- At least one academic year remaining at WWU
- Available to work at least 6 hours per week during the academic year
- Experience using strategies and techniques for learning in a post-secondary setting with the ability to share techniques for academic success
- Practice developing strategies for success in specific courses of any subject area
- Commitment to diversity, equity and inclusion
- Excellent verbal and non-verbal communication skills
- Adaptable to a fast-paced work environment
- Ability to work with students one-on-one and to collaborate with students and colleagues in small groups
- Ability to present to large groups
- Technical ability to engage with and learn new digital programs and practices
- Experience with organizing projects and attending to details
- Experience with various computer and networking applications (e.g. Office 365, Zoom, and related).
- Preferred: Language proficiency other than English
- Preferred: More than one academic year remaining at WWU

Responsibilities:
- Support Western students in the Tutoring Center with empathy, inclusiveness, and integrity
- Perform front desk activities to support students and tutors, including connecting students with tutors and resources, providing referrals, record-keeping, and scheduling, both virtually and face-to-face
- Coordinate tutors to dispatch service to students and communicate wait-time to students if applicable
- Actively develop competency with student success best practices, and strategies to build academic skills
  - Note: professional development will be provided via pre-quarter and weekly training
- Participate in academic support and outreach activities, e.g. facilitating study skills appointments and presentations, leading tours, and representing the Tutoring Center at information fairs and to other campus organizations
- Arrive on-time for all scheduled shifts
- Participate in two days of New Staff Training Sept 19-20, 2022, and 2-3 hours of training per week during first quarter of employment

Benefits:
- Develop interpersonal, professional, and leadership skills
- Gain career-relevant work experience
- Improved mastery of study strategies and student success best practices
- Opportunity to help create a vibrant and inclusive learning community
- Work on campus with sick leave and flexible hours
- Eligible for Student Employee scholarships