

English Peer Tutor (Learning Centre)

Job Description

Overview:

As the Peer Tutor (Learning Centre), the student will work closely with the Learning Centre Supervisor. Please note that this is **an in-person position**, with students working out of the Learning Centre.

Duties and Responsibilities:

The primary duties and responsibilities include:

- **Tutoring:**
 - Guiding students in studying practices and reviewing materials;
 - Assisting in troubleshooting and finding answers to questions and concerns;
 - Maintaining own appointments and drop-in list;
 - Answering questions related to peer tutoring;
- **Administrative assistance:**
 - Providing assistance in making tutoring appointments;
 - Answering any tutoring and Learning Centre questions;
 - Assisting the Learning Centre in other responsibilities such as wait listing students and drop-in students;
- **Other duties:**
 - Creating marketing strategies to promote peer tutoring and student-led workshop such as posters;
 - Organizing ONE student-led workshop;
 - Attending peer tutor meetings.

Basic Requirements:

- Must be a current Columbia College student and will be enrolled for the **Summer 2026** semester;
- Eligible to work in Canada and must have a valid Social Insurance Number;
- Good academic standing; not on Academic Probation (CGPA 2.0 or higher);
- No misconduct on record;
- Completed, or in the process of completing, 27 credits; **or** have an equivalent combination of training and experience;
- Students are expected to provide peer tutoring in a minimum of **2 subjects**:
 - One of these subjects must be **English**;

- The second subject can be chosen from **any other discipline**;
- The student must have achieved **at least an A-** in the courses they wish to tutor.

Desired Skills and Experience:

- Outgoing and comfortable with public speaking to promote tutoring services.
- Time management, accountability, organization, and marketing skills;
- Previous customer service experience is preferred;

Working hours: 10-12 hours per week**Compensation:** \$19.48/hour

Please note: Students will have to go through an interview with the Learning Centre team, and a faculty member of the English department may join. Other departments may be contacted for a reference check.