

Academic Peer Tutor (APT) Position Description

Title: Academic Peer Tutor (APT)

Department: Student Success Center (SSC)

Contact Person: Mr. Pharamond Guice, Dean of Student Success

Contact Information: studentsuccess@william.jewell.edu

Location: Curry Hall 122

Position Hours: Up to 10 hours weekly, with scheduling determined by student demand

Hourly Rate: \$16.00

Reports To: Dean of Student Success (with direction from Head Peer Tutors)

Required Skills

- Filing and basic administrative support
- Strong computer and telephone communication skills
- Excellent interpersonal, written, and oral communication abilities
- Demonstrated competence in academic subject area(s) as evidenced by faculty endorsement

Qualifications

- Currently enrolled Jewell student in good academic and conduct standing (as defined in the Course Catalog and Standard of Conduct)
- Have a minimum 3.0 cumulative institutional GPA and sophomore, junior, senior, or graduate standing (26+ credits)
- Have earned a grade of B+ or higher in the course(s) they wish to tutor and received faculty endorsement for those subjects
- Demonstrate excellent presentation and communication skills
- Exhibit strong organizational and self-management abilities
- Show commitment to supporting peers in their academic success
- Demonstrated reliability and follow through on assigned responsibilities and completed assigned tasks

Position Description

APT's provide one-on-one and group academic support to Jewell students, assisting with course content, study skills, and academic strategies. They also serve as ambassadors of the Student Success Center and help promote a culture of learning and collaboration across campus. Only a limited number of positions will be available, as this is a highly selective role.

Essential Duties and Responsibilities

- Provide tutoring and writing assistance for approved Jewell courses
- Lead review sessions or group study opportunities as requested by faculty or SSC staff
- Introduce students to academic and campus resources available through the SSC and the College
- Support students in developing effective study habits, time management, and short- and long-term academic planning
- Maintain accurate tutoring logs and assist in tracking student engagement and progress
- Publicize SSC programs and resources to the campus community
- Represent the SSC professionally and positively at all times
- Maintain confidentiality in compliance with FERPA and college policies
- Participate in required meetings, trainings, and professional development opportunities
- Follow the direction of SSC staff and Head Peer Tutors
- Perform other duties as assigned by the Dean of Student Success

Term of Employment

Appointments are typically made on a semester or academic-year basis, with renewal contingent upon performance and regular evaluation, continued eligibility, and departmental needs.