

Head Peer Tutor (HPT) Position Description

Title: Head Peer Tutor (HPT)

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: \$18.00

Reports To: Dean of Student Success

Required Skills

- Filing and basic administrative support
- Strong computer and telephone communication skills
- Excellent interpersonal, written, and oral communication abilities
- Demonstrated competence in one or more academic areas (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)
- Minimum 3.25 cumulative institutional GPA and junior, senior, or graduate standing (58+ credits)
- Receive an endorsement from a Jewell faculty member, Jewell advisor, and one additional reference of choice who can speak to leadership and reliability. Faculty member and advisor cannot be the same person
- Strong leadership, organization, and self-management skills
- Commitment to supporting peers and enhancing student success at Jewell
- Demonstrated ability to follow through on responsibilities and complete assigned tasks
- Must have previous experience as Academic Peer Tutor (APT) for a minimum of two (2) semesters

Position Description

HPTs serve as liaisons between SSC staff and peer tutors, providing leadership, administrative support, and coordination of tutoring and study hall services. Only a limited number of positions will be available, as this is a highly selective role.

Essential Duties and Responsibilities

- Coordinate and facilitate peer tutor training workshops and presentations
- Collaborate with SSC staff and campus partners to optimize tutoring and study hall resources
- Administer and monitor study hall sessions, ensuring a supportive and productive learning environment
- Maintain accurate tutoring and attendance records and assist in tracking student progress
- Publicize SSC programs and services to the campus community
- Represent the SSC professionally and positively at all times
- Maintain confidentiality in compliance with FERPA and college policies
- Must be able to providing tutoring as necessary
- Participate in required meetings, trainings, and professional development opportunities
- 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.