

Organization Peer Tutor (OPT) Position Description

Title: Organization Peer Tutor (OPT)

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: \$17.00

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 junior, senior, or graduate standing (58+ credits)
- Demonstrate excellent presentation and communication skills
- Exhibit exceptional organizational and self-management abilities
- Show a strong commitment to supporting other students' learning and development
- Demonstrate reliability and follow through on assigned responsibilities

Position Description

OPTs are paired with students who need structured support in developing executive functioning, organization, and time-management skills. OPTs help students build sustainable habits for success in college-level coursework and greater self-sufficiency. OPTs meet weekly with assigned students to promote independence, accountability, and self-advocacy, while modeling professionalism and confidentiality. Only a limited number of positions will be available, as this is a highly selective role.

Essential Duties and Responsibilities

- Meet regularly with assigned students to support goal setting and organization
- Help students identify and organize their study materials and learning spaces
- Assist students in prioritizing assignments, projects, and tasks
- Guide students in mapping out and completing academic tasks efficiently and on schedule
- Support the development of effective notetaking, study, and time-management strategies
- Facilitate or assist with skills development workshops and presentations
- Encourage students to utilize available SSC and campus resources
- Participate in required meetings, trainings, and professional development sessions
- Maintain confidentiality in compliance with FERPA and college policy
- Perform other duties as assigned by SSC staff or 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.