

Writing Center Peer Mentor Position Description

Administrative Supervisor and Site Lead: Nicole Rosevear

Writing Peer Mentor Description

Peer mentors are capable, high-achieving and motivated students who help other students make the most out of their academic careers. Writing Center Peer Mentors tutor students one-on-one in the Writing Center, give introductions in classes and assist instructors with class activities, and assist the English department in promoting its events and activities.

Responsibilities

- General Duties:
 - Attend all required meetings and trainings
 - Communicate effectively with Writing Center Coordinator and peers
- Writing Center Duties:
 - Tutor students one-on-one in the Writing Center
- Classroom Aide Duties:
 - Give Learning Center/Writing Center introduction in classes
 - Model ideal student behavior, such as being on time, taking notes, looking up information
 - Assist cooperating composition instructor with assigned class activities and/or group work
 - Give mini-lessons in the assigned composition class
 - Monitor an online forum in the assigned classroom
 - Work with assigned student(s) in person or online
 - Communicate regularly with the cooperating composition instructor
- Compose Duties:
 - Assist English department in promoting the annual Compose writing conference, setting up for the conference, helping attendees register and check in, introducing presenters, and other activities to make the conference run smoothly
- Writing peer mentors receive a variety of training:
 - Complete a 2 credit HD130 course as outlined by the CRLA International Tutor Training Program
 - Attend fall term training specific to their role in the Learning Center
 - Receive professional development and training with the Writing Center Coordinator so they can serve as liaison between composition courses and the Writing Center, offer one-to-one tutoring in the Writing Center, and assist instructors in composition courses

Learning Outcomes

Through training, observations of other tutors, and personal reflection, peer mentors will:

- Gain knowledge, fluency, and depth of understanding in their subject area.
- Demonstrate ability to explain academic concepts, procedures, and techniques to students.
- Demonstrate collegiality in an academic learning environment.

- Develop and maintain professional relationships with students and college staff.

Qualifications

To be eligible for a peer mentorship in the Writing Center, students must have a GPA of 3.25 and must have received an A in Writing 121 or its equivalent. Preference will be given to students who have also completed Writing 122 with an A. While serving as a peer mentor, students must maintain a GPA of 3.25, be enrolled full-time, and maintain good academic standing.