

## **Colorado Mountain College Position Description Template**

Title: Peer Tutor  
FLSA Classification: Part-time non-exempt  
Hiring Salary Range: \$12.42/hr.

### Primary Responsibility

Under the direction of campus leadership, the Peer Tutor position provides a welcoming and supportive environment for the first-year students by assisting them with available campus resources, and facilitates connection to these resources. The Peer Mentor trains mentee in achieving their academic goals and linking them with navigating college technology. The Peer Mentor provides mentees personalized academic support as appropriate, and/or tutoring referrals, as needed. Assist mentees in identifying interests, strengths and goals

Work hours may fluctuate depending on scheduled activities and student needs.

### Pre-requisites for Position (Qualifications Standards)

Education and experience sufficient to meet the rigors of the position, must be an active students in Full-time or part-time enrolled students in good standing at CMC with at least 24 earned credits. Possess a cumulative GPA of 3.0 or higher. Active participant in the TRIO SSS program for at least 2 semesters. Excellent interpersonal communication skills required.

Knowledge of: variety of standard administrative and business methods and procedures; standard Microsoft Office software

Ability to: ability to interact with a diverse student population; read, write, speak, and understand English well; operate variety of office equipment; proficient in computer applications, including word processing, spreadsheets and electronic mail; multi-task; meet deadlines; strong verbal, organizational, and interpersonal skills.

Applicants must demonstrate a commitment to working in a culturally competent environment and the ability to effectively work with students, employees, and community members having diverse backgrounds.

Bilingual (Spanish/English) preferred.

### Essential Duties

- Educate mentees on available campus resources, and facilitates connection to these resources.
- Train mentee to navigate college technology.

- Provide mentees personalized academic support as appropriate, and/or tutoring referrals, as needed.
- Assist mentees in identifying interests, strengths, and goals.
- Develop action plans, with specific steps, that assist mentees in reaching said goals.
- Offer support, patience, and enthusiasm while guiding mentees.
- Evaluate mentee's time management, organizational skills, and learning strategies.
- Guide mentee through online tools to assist in identifying mentee's learning styles and discuss corresponding approaches to academics.
- Assist in problem solving.
- Listen, encourage, and provide positive reinforcement.
- Communicate closely with CMC student services staff regarding ongoing needs and progress of mentees and of self as peer mentor.
- Observe closely, brainstorm, and creatively generate ideas for exceptional present and future Peer Mentor services.
- Performs other duties as assigned

Supervision Received

This position reports to the designated campus leader.

Special Conditions of Employment

Successful completion of a background check will be required as well as motor vehicles records report. Incumbents in this position will adhere to all safety and compliance policies of Colorado Mountain College while performing all duties assigned.

Working Conditions

This position requires constant sitting, occasional walking, standing and driving; occasional handling objects, pushing/pulling; frequent reaching with hands/arms, and use of finger movements; occasional lifting, carrying, pushing or pulling objects up to 25 lbs.; ordinary talking, hearing and full vision capabilities; and the ability to read/comprehend. Write, communicate orally, and reason and analyze constantly; and perform calculations occasionally. Work is performed using a computer and standard office equipment daily, and driving a vehicle occasionally.

*Position description drafted by: Angela Wurtsmith*

*Date: 07/13/18*

HR Reference Information:	
Position group and code:	<i>Placed according to other Peer positions(based on WS pay)</i>
Date of review:	<i>07/13/2018</i>

Essential Duties

*Primary duties and responsibilities should be listed in order of percentage of time spent performing each. List duties from highest percentage to lowest percentage. Categories of duties or tasks may be used; do not list incidental duties or percentages less than 10%. There is not a specific number of duties that must be noted; please provide a representation of the job.*

<i>% of Time Spent</i>	<i>Essential Duty or Task</i>
	1.
	2.
	3.
	4.
	5.
	6.
	7.
	8.
	9.
	10.

Supervision Received

*To whom does this position report?*

- \_\_\_\_\_ *Position requires continual oversight and supervision*
- \_\_\_\_\_ *Position usually works within the framework of responsibilities but may require guidance at times*
- \_\_\_\_\_ *Position requires minimal supervision and only requires guidance of critical projects*
- \_\_\_\_\_ *Position is executive, dean, or campus leader*

Supervisory Responsibility

- \_\_\_\_\_ *Position has no supervisory responsibility*
- \_\_\_\_\_ *Position supervises temporary or student workers*
- \_\_\_\_\_ *Position is responsible for serving as a lead worker for others in the department*
- \_\_\_\_\_ *Position is responsible for supervising others in the department which includes assigning work, approving work schedules and leave time, and performance evaluation*
- \_\_\_\_\_ *Position is executive, dean, or campus leader*

Job Complexity

- \_\_\_\_\_ *Position works within specific guidelines*
- \_\_\_\_\_ *Position works within specific guidelines but determines how work is performed*
- \_\_\_\_\_ *Position works within general guidelines and determines how work is performed*
- \_\_\_\_\_ *Position works with minimal guidelines and may require multiple options*
- \_\_\_\_\_ *Position works with little or no guidelines and may result in precedent setting outcome*

Decision Making and Impact

- \_\_\_\_\_ *Decisions only impact the position*
- \_\_\_\_\_ *Decisions impact the position and may impact others in the department*
- \_\_\_\_\_ *Decisions impact not only the department but other areas/campuses of the College*
- \_\_\_\_\_ *Decisions impact not only the department but the College as a whole. Decisions made may impact financial, ethical, and long range goals of the College. Highly visible and may impact image of the College.*

Special Conditions of Employment

Successful completion of a background check will be required. Incumbents in this position will adhere to all safety and compliance policies of Colorado Mountain College while performing all duties assigned.

*Some positions may require travel within the College district/service area, altered work schedules and/or evening and/or weekend hours. What is the expectation of this position?*

Working Conditions

*This will be finalized when position is reviewed. Example for general staff position below. Certain positions, including maintenance positions, may have different conditions noted.*

This position requires constant sitting, occasional walking, standing and driving; occasional handling objects, pushing/pulling; frequent reaching with hands/arms, and use of finger movements; occasional lifting, carrying, pushing or pulling objects up to 25 lbs; ordinary talking, hearing and full vision capabilities; and the ability to read/comprehend. Write, communicate orally, and reason and analyze constantly; and perform calculations occasionally. Work is performed using a computer and standard office equipment daily, and driving a vehicle occasionally.

*Position description drafted by:*

*Date:*

HR Reference Information:	
Position group and code:	
Date of review:	

NOTE: This position description is intended to indicate the basic nature of positions allocated to this class and provide examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned. Employee may perform other related duties as required to meet the ongoing needs of the organization.