**Lead Tutor Job Description:**

- Lead Tutors will work in their most qualified subject area.
- Tutors will work with students to help with the comprehension of course material and study skills development.
- Some small group sessions may be held based on student need.
- Lead Tutors will conduct test prep sessions and final exam sessions.
- New Lead Tutors will be required to attend a peer tutor training session.

**Lead Tutor Hours:**

- Lead Tutors will be required to work either: 6 hours per week which shall include two 6:00pm to 9:00pm shifts, or 10 hours per week which shall include two 6:00pm to 9:00pm shifts per week and 4 daytime appointment hours. Lead tutors will be required to sit in on the courses that they are tutoring at least once a week.

**Lead Tutor Pay:**

- Undergraduate Lead Tutors are paid $12.00 per hour.
- Graduate Lead Tutors are paid $14.00 per hour.

**Minimum Qualifications:**

- Preferred overall GPA of 3.0.
- Successfully completed a minimum of 15 semester hours at ECSU.
- Must be a full time or part time undergraduate or graduate student.
- Must have earned an A in the course(s) identified for tutoring and have taken the course(s) at ECSU (if an undergraduate student applicant).
- Must have excellent communication skills and be able to work with students from diverse backgrounds and with varied skill levels.
- Previous tutoring experience is valued but not required. Training will be provided.

**Lead Tutor Applications and Selection:**

Students interested in tutoring should submit a completed:

1. Lead Tutor Application
2. Faculty reference in desired tutoring subject area(s)
3. Unofficial Transcripts
4. Current semester schedule (ex. fall 2015)
5. Students should complete an ECSU State Application

Submit application by emailing to tlgregory3@ecsu.edu or in person to:
Department of Natural Sciences
Room 302, Jimmy R. Jenkins Science Center
Attention: Trina Gregory, Peer Tutor Coordinator

Students with additional questions should contact Trina Gregory at 335-3244 or by email at tlgregory3@ecsu.edu

**DNS Tutoring Center**

“Vikings Helping Vikings Succeed”