

# Math Peer Mentor Position Description

**Supervisor and Math Lab Coordinator: Scot Pruyn**

## **Roles & Responsibilities:**

Peer Mentors are capable, high-achieving and motivated students who help other students make the most out of their academic careers. The overall goal of the peer mentor program is to help students succeed in academic courses. Peer mentors do this by serving as peer tutors in the Math Lab and as peer mentors in math courses. Peer mentors receive the same training as peer assistants, so they are knowledgeable peers who can answer questions about college services and direct students to staff and faculty who can help them with specific issues. Peer mentors also receive professional development and training with the Math Lab Coordinator so that they can serve as liaison between math courses and the Math Lab, offer tutoring in the labs, and assist instructors in math courses.

## **Responsibilities**

### General Duties

- Attend all required meetings and trainings
- Communicate effectively with Math Lab Coordinator and peers

### Math Lab Duties

- Tutor students in the Math Lab
- Lead study groups in the Math Lab as organized by instructor and Math Lab Coordinator
- Lead math related workshops as organized by Math Lab Coordinator
- Tutor one-on-one with student as organized by Math Lab Coordinator

### Possible Classroom Aide Duties

- Give Learning Center/Math Lab introduction in classes
- Model ideal student behavior, such as being on time, taking notes, looking up information
- Assist cooperating math instructor with assigned class activities and/or group work
- Give mini-lessons in the assigned math class
- Monitor an online forum in the assigned classroom
- Work with assigned student(s) in person or online
- Work on a mathematical concept with a group of students in the classroom
- Schedule a time with the Math Lab Coordinator to work on a mathematical concept with a group of students in the Math Lab
- Communicate regularly with the cooperating math instructor

## **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.

**Time Commitment**

Peer mentors receiving a full tuition stipend for 12 credits have made a time commitment of approximately 12 hours per week. The time commitment breaks down like this:

1 hour weekly staff meeting with Math Lab Coordinator

10 hours per week tutoring in the Math Lab and/or assisting in the course to which they are assigned

1 hour per week preparing for classroom commitment and communicating with instructor

Additional time participating in other program activities as needed

**Qualifications**

To be eligible for a peer mentorship, students must have a GPA of 3.25 and must have received an A in Math 111 or its equivalent. Preference will be given to students who have completed higher math courses with an A or a B. While serving as a peer mentor, students must maintain a GPA of 3.25, be enrolled full-time, and maintain good academic standing.

**To Apply**

The peer mentor program does not accept applications year round. Please check

[www.clackamas.edu/tutoring](http://www.clackamas.edu/tutoring) or contact Josh Aman at [josh.aman@clackamas.edu](mailto:josh.aman@clackamas.edu) or 503-594-3070 to see if we are currently accepting applications

**Questions**

Please contact Scot Pruyn at [scot.pruyn@clackamas.edu](mailto:scot.pruyn@clackamas.edu) or 503-594-6611.