

# Tutorial & Academic Skills Center

[WWW.WWU.EDU/DEPTS/TUTORIALCENTER](http://WWW.WWU.EDU/DEPTS/TUTORIALCENTER)

## POSITION DESCRIPTION

**Title:** Study Skills Peer Advisor  
12-15 hours per week

**Salary:** \$7.93 per hour (this pay rate is within the wage range for a Program Support Staff I classification as determined by the Center for Student Work Experience).

### Qualifications:

A willingness to learn, flexibility in accomplishing tasks, and a positive attitude.

### Responsibilities:

- Act as a peer advisor to provide study skills information and materials to Western Students.
- Support the study skills programming provided by the TASC.
- Provide clerical support for the Tutorial and Academic Skills Center. Typical duties include the following:

greeting students	word processing	electronic spreadsheet use
typing	manage drop-in and appointment tutoring	statistical record keeping
filing	photocopy services	other projects as directed

- Attend Tutorial and Academic Skills Center staff training sessions and staff meetings.
- Make referrals to other University services as needed
- Make telephone or in-person appointments for tutors and coordinators.
- Update appointment calendars and data collection forms.
- Keep bulletin boards current and organized.
- Distribute incoming mail.

The Peer Advisor position offers an excellent opportunity to gain valuable interpersonal and organizational skills. Peer Advisors also use and maintain an excellent set of word processing, electronic spreadsheet, and database skills. The position also offers the opportunity to work with a student staff in an open, friendly, and positive environment.

The Study Skills Peer Advisor position includes training in academic success strategies and study skills program support responsibilities as well as all receptionist duties.