

JOB DESCRIPTION

Job Title: Peer Mentor/Tutor

Job Title Code: H67

FLSA: Non-Exempt

Salary Range: H24 \$15.00 per hour

Reports to: TBD

Dallas College

Since 1965, Dallas College, formerly known as the Dallas County Community College District (DCCCD) has served more than three (3) million students. We are one of the largest community college systems in the state of Texas, which includes seven campus locations around the Dallas/Fort Worth area. We strive to be a leader in the Community College space, placing students at the center of everything we do.

Position Summary

Responsible for providing support in assisting with student's needs. The support areas may include, but not limited to an introduction to the campus resources, goal setting, and academic planning. Some assignments will be directly in serving a specific student population for a special college program and/or grant funded program, etc.

Required Knowledge, Skills and Abilities

- Possess oral and written communication skills to deal effectively with a wide variety of individuals from diverse socio-economic backgrounds.
- Ability to work with at-risk students tutoring in an open lab/self-paced setting.
- Ability to provide quality customer service.

Key Responsibilities

- Answers routine questions: process forms according to departmental requirements (i.e. progress reports, timesheets, etc.).
- Provides information and assists students with career planning assessment tools, such as but no limited to, SIGI and DISCOVER.
- Provides advanced individual and group tutoring services in an open lab and/or one-on-one setting in support of advanced instructional programs.
- Plans and schedules activities for student(s) with direct instructions and assistance of supervisor.



- Utilizes the computer to present information to include, but not limited to E-connect, internet searches for college and university information, and financial aid resources.
- Assists with providing guidance and direction to student(s).
- Maintains records of students tutored as required under department guidelines.
- Refer students to supervisor for advanced assistance.
- Assists students in creating a customized course selection guide and academic action plan.
- Performs other duties as assigned.

Physical Requirements

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

Minimum Qualifications

- High School diploma or equivalent.
- Must have attended at least two (2) semesters at a DCCCD College and hold a GPA of 3.0.
- A valid Texas driver's license is required due to travel throughout the Dallas College area locations.
- Official transcripts will be required as proof of completion of two semesters and GPA to confirm requirements.

**** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ****

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.

Dallas College is part of an equal opportunity system that provides education and employment opportunities without discrimination on the basis of race, color, religion, national origin, sex, disability, age, sexual orientation, gender identity or gender expression. Dallas College complies with the Americans with Disabilities and Veterans Act.