University of Minnesota SMART Learning Commons
Graduate Assistantship Peer Consultant Job Description

Peer Consultants with the SMART Learning Commons at the University of Minnesota are partners for undergraduate student success at the university. As experienced peers, they serve as models and guides for students who are currently enrolled in courses they themselves have already successfully completed through:

- building upon students’ established successes and areas of strength
- working collaboratively with students to increase content mastery
- introducing and modeling content specific strategies for effective study, and integrating such strategies into the consultation
- strengthening students’ understanding of and ability to make cross-disciplinary connections

The SMART Learning Commons offers drop-in tutoring in specific gateway courses at various locations on the East Bank, West Bank, and St. Paul campus as well as special events such as academic success workshops and pre-exam review sessions. Graduate Assistants appointed as Peer Consultants work with students on a drop-in basis at the center to which they are assigned and also participate in development and delivery of special events.

Minimum Qualifications:
- Acceptance and current enrollment at the University of Minnesota as a graduate student
- Successful completion of the course(s) to be tutored - defined as having earned no lower than a B (84%) or demonstration of equivalent content mastery
- Effective communication skills in written and spoken Standard English
- Strong interpersonal skills as relevant to working with individuals and small groups in academic support
- Endorsement by U of M faculty

Desirable Additional Qualifications:
- Successful completion of coursework in the discipline beyond the level to be tutored
- Prior tutoring experience (peer, cross-age, literacy, etc., whether formal or informal)

Job Duties and Responsibilities:
- Support the institutional values of integrity and honesty by maintaining high standards of ethical and professional behavior
- Abide by the Student Conduct Code, paying particular heed to potential instances of scholastic dishonesty
- Attend and actively participate in scheduled training sessions and staff meetings
- Assist students through the peer consultation process by:
  - establishing a rapport conducive to positive personal and professional interactions
  - respecting differences in background, opinion, ability, motivation, and desires
  - supporting the student in establishing challenging yet attainable goals within and beyond the consultation
- developing individualized approaches to content mastery and integrating effective study skills
- maintaining confidentiality of records, student grades, and other protected information

• Accurately record consultation proceedings and submit required documentation on established schedule
• Lead academic success and exam preparation workshops as assigned, including development and preparation of materials, promotional activities, enrollment and attendance management, and associated assessment activities
• Assist the director in development, implementation, and revision of training activities as assigned (including but not limited to: mentoring new consultants, guest teaching specific topics in the training course, conducting peer evaluations, etc.)
• Represent the SMART Learning Commons effectively and positively
• Other duties as assigned