

Job Title
Office/Department
Location (Building)
Supervisor
Length of Employment
Job Wage Rate or Range
Position Summary

Peer Consultant
Quantitative Reasoning
Cole Library
Jessica Johannngmeier
As needed during the academic year
\$7.25/hour
QR Peer Consultants provide support for students taking classes with a statistical, mathematical, or data analysis component.

Principal Duties and Responsibilities

QR Peer Consultants tutor students in mathematics, statistics, and data analysis. This often includes reviewing algebra concepts, working with students in calculus and statistics, and helping students to analyze and interpret data for courses in the natural and social sciences. Use of Excel, SPSS, and Minitab is sometimes necessary.

Knowledge Skills and Abilities

- Typing
- Phone Coverage
- Data Entry
- Research Assistant
- Tutoring
- Athletic Training
- Maintenance
- Receptions/Registrations
- Customer Service/Public Relations
- Microsoft Excel
- Microsoft PowerPoint
- Dreamweaver
- Troubleshooting PCs
- Sports Information
- Audiovisual Skills
- Library Circulation Desk
- Photography
- Maintain Inventory
- Heavy Lifting Required

- Filing
- Photocopying
- Cataloging
- Operate Switchboard
- Scheduling
- Telemarketing
- Scheduling
- Supervisory Responsibilities
- Microsoft Word
- Microsoft Access
- Installing Hardware
- Internet Searches
- Graphic Arts
- Sports Statistician
- Shelving Books
- Interlibrary Loan
- Food Preparation
- Cash Register Skills

Additional Job Qualifications

Good communication skills and dependability are essential. Students must have done well in Calculus and/or Statistical Methods. Knowledge of statistical software (Minitab and SPSS) is helpful.

Expectations

QR Peer Consultants are expected to work scheduled hours. They have to work pleasantly and patiently with students and answer student questions to the best of their ability. They are also required to participate in monthly training activities.

Working Conditions

QR Peer Consultants work (sitting) at tables in the Quantitative Reasoning Studio in the library. They work primarily evening and weekend hours.

Other

To be hired for the position of QR Peer Consultant, a student must have a faculty recommendation.