

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

Peer Consultant
Writing Studio
Cole Library
Laura Farmer
Academic Year
\$7.25
Peer Consultants work one-on-one with students seeking writing assistance or help with time management and study skills.

Principal Duties and Responsibilities

Consultants meet individually with students to improve writing skills. Consultants are responsible for reading the student's work, providing balanced and insightful critiques, and engaging the student writer in a conversation about his/her work. Consultants may also provide assistance with research and citations.

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

Expectations

All peer consultants must be confident, competent writers in their own right. Consultants must be open-minded and able to work with students of ranging ability on

academic work. Other basic requirements include: attending work on time, greeting students pleasantly both in person and over the phone, entering conference forms into the database and performing other office duties as assigned.

Working Conditions

This is primarily a sit-down job. Peer consultants meet one-on-one with students in the library during normal work hours.

Other