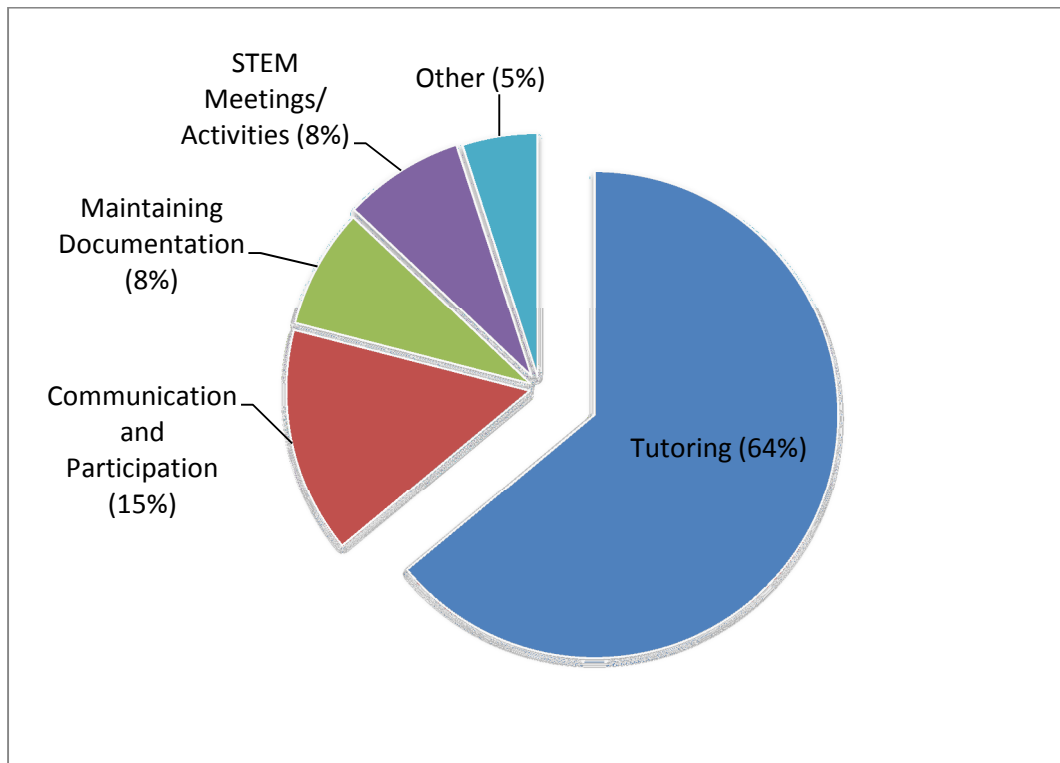


## STEM Work Distribution: More than just tutoring

Created by: Jason Woo, TAC Member

In addition to being a peer tutor, as a STEM Peer Mentor, you function as a role model (mentor) to your students as well. This includes displaying the kind of professional skills and behavior that can help students gain valuable life skills and become more employable after graduation. As with any other professional job, formal writing and compliance with the policies and procedures set forth by employers is an integral aspect of being a STEM Peer Mentor.

The following chart breaks down how the hours are distributed in a typical work week of a STEM Peer Mentor:



As you can see, tutoring only takes up less than 65% of a STEM Peer Mentor's time, while the rest is spent performing organizational duties as required by the program, department, and/or funding agency.

Further clarification of non-tutoring duties:

**Communication and Participation:** Checking and responding to WMU email, setting up appointments, updating Webmail Plus calendar, participating in STEM Forum, etc.

**Maintaining Documentation:** Updating the STEM Student Database activity logs, developing ISPs with students, maintaining student sign-in logs, tracking reward points, filling out time sheets, etc.

**STEM Meetings/Activities:** Bi-weekly performance review meetings with the STEM Director, STEM staff meetings, DMA activities, etc.

**Other:** Session planning, handling student cancellation/no-shows, other duties as required by the program or the department, etc.