



PEER TUTOR APPLICATION FORM

This application packet includes:

- Peer Tutoring job description
- Application Form

Please read all instructions carefully and return your application form and attached responses to the Academic Support Center.

If you have any specific questions regarding the application process, job description or expectations, please contact Tim Hobart at (413) 782-1613 or via email, timothy.hobart@wne.edu

**OFFICE OF FIRST YEAR STUDENTS & STUDENTS IN TRANSITION
PEER TUTOR**

Position Description

Job Title: Peer Tutor
Division: Academic Affairs
Department: Office of First Year Students & Students in Transition
Position Class: Student Employment
Position Grade: Dependent on Experience
Supervisor: Academic Support Specialist

Primary Purpose: To provide individual learning assistance to students in order to foster content mastery of designated subject matter.

Distinguishing Characteristics: Requires ability to work independently. Familiarity with learning/teaching techniques is required, as is prior mastery of content matter in subject being tutored.

Description of Duties and Tasks:

1. Participate in training program.
2. Reply to documented tutoring requests received through the Academic Support Specialist.
3. Define through discussion with student(s) the specific nature of learning assistance required.
4. Establish mutually agreed upon learning goals to be achieved and construct a written statement based upon these goals.
5. File copy of the learning agreement with the Academic Support Specialist acknowledging the acceptance of the tutoring referral.
6. Set the structure and terms of the tutoring relationship within prescribed guidelines established by the Academic Support Specialist.
7. Develop a lesson plan for each scheduled tutoring session; turn in to the Academic Success Specialist with timesheets.
8. Research and identify specific supplementary learning materials related to subject matter being tutored and provide student being tutored with copies.
9. Reserve any physical facilities necessary for conducting scheduled tutoring sessions.
10. Evaluate student progress in tutorial relationship and provide students with assessment of progress.
11. Identify and encourage utilization of active learning techniques toward the mastering of subject matter.
12. Guide students in self-discovery of problem solving strategies.
13. Construct and administer periodic tutorial quizzes designed to assess student mastery of tutorial subject matter.
14. Maintain familiarity with designated course objectives and faculty member expectations of courses being tutored.
15. Attend scheduled training sessions designed to promote tutoring effectiveness and understanding.
16. Meet with the Academic Success Specialist to discuss each student's progress.
17. Record appropriate documentation of tutoring services provided and submits such record to the Academic Success Specialist.

18. Meet as necessary with the Academic Success Specialist to discuss personal issues arising from tutorial relationships.

Marginal Job Functions:

1. Initiate contact with student(s) referred through the Academic Success Specialist.
2. Contact the designated faculty instructor of the course being tutored and advise of tutoring assignment.

Required Knowledge, Skills and Abilities:

1. English language proficiency.
2. Completion of designated subject matter/course with a grade of B+ or better at Western New England University.
3. Participation in specific training on teaching strategies and collaborative learning techniques.
4. Effective interpersonal skills specifically related to establishing rapport, motivation and positive reinforcement.

Ergonomic Requirements:

1. Sitting for extended periods.
2. Hours are varied and flexible. (Maximum 15 hours per week)

Qualification Standards:

1. Enrolled at Western New England University
2. Sophomore standing or higher.
3. Functional knowledge of university library.
4. Cumulative average of 3.3 or higher.

**WESTERN NEW ENGLAND UNIVERSITY
PEER TUTOR APPLICATION FORM**

Name: _____
Last
First
Middle Initial

WNE or Local Address: _____
Street
City
State
Zip

Box Number: _____ Cell Phone: _____

E-Mail Address: _____

Year: FR SO JR SR Major: _____ CUM GPA: _____ Major GPA: _____

I am confident in my abilities to tutor or facilitate group study in the following courses:

Note: These are normally courses completed at Western New England University in which you earned a A- or better

Course ID Number	Title of Course	Professor	Grade	Semester & Year Taken

List two academic references in the spaces provided below:

1. _____
Name
Title and Contact Information

2. _____
Name
Title and Contact Information

Do you have any previous tutoring or leadership experience?

Yes, at Western New England University during

_____ Semester Year
 No

Please attach a response to the following questions:

Why are you interested in the Peer Tutor position? How would being a tutor be beneficial to you?

Applicants are asked to return this form to the Academic Support Center, Campus Center Room 137. All applicants are required to participate in an individual interview. Accepted candidates are expected to participate in a training program during the first week of the semester.

Office Use Only

Action Taken: Approved Disapproved

Hourly Wage: _____ Grade Step: _____

Attach Most Recent Degree Audit: _____