Now Hiring for Fall 2018: Student Peer Tutors

The Academic Support Center is now recruiting and accepting applications for fall semester. Peer tutors have an outstanding opportunity to hone skills needed by future employers.

Benefits:
1. Leadership opportunity – great for your resume
2. Improves verbal communication & organization skills
3. Review of course material helps with personal study habits
4. Convenient/flexible schedule – work by appointment, on-campus & in between classes
5. No work on holidays, winter or spring break

Title: Peer Tutor
Supervisor: Julie Hall, Director, Academic Support Center  jhall@aurora.edu
Location: Phillips Library – First Floor
Position Hours: Vary; By appointment; Flexible
Website: www.aurora.edu/asc

For Consideration
1. Current student in good standing, with a cum GPA of 3.5 or higher; 3.25 required.
2. Preferred “A” letter grade in course to be tutored; minimum of a “B” required.
3. Submit application and faculty recommendation form(s)
4. Excellent interpersonal communication skills.

Peer tutors are members of the Aurora University Academic Support Center (ASC) staff and are selected on the basis of academic skill, character, and interpersonal skills. Peer Tutors work one-on-one or in small group sessions to answer questions on course content and aid in comprehension. Tutors are expected to have extensive knowledge of the subject they are hired to tutor. They are expected to be mature individuals who exert a positive influence on the members of our community and exhibit a willingness to develop a rapport with the faculty in the academic specialization/s in which s/he tutors. Tutors are expected to support the policies of the Academic Support Center.

RESPONSIBILITIES
1. Serve as a university role model and behave in accordance with core values and expectations.
2. Be punctual for all scheduled tutoring sessions.
3. Engage students in course content review in individual or small group setting.
4. Answer questions and/or explain concepts to aid students in comprehension of course material.
5. Teach study skills strategies.
6. Publicize and give presentations about tutoring and the ASC as needed.
7. Treat all students with respect and maintain confidentiality.
8. Establish mutual expectations with student clients to hone goal setting and achievement.
9. Lead review sessions and workshops.
10. Make appropriate referrals to the Academic Support Center or other campus resources.

While this job description is general enough to apply to all peer tutors, individual tutors will be expected to perform additional functions that might be needed in their respective subject fields.
Student Peer Tutor Application – Fall 2018

Completed applications, faculty referral forms and resumes should be submitted to Julie Hall, ASC Director in person (inside Phillips Library) or via email to jhall@aurora.edu. For full consideration, please submit by April 6, 2018.

Name: ______________________________ Student ID# ____________________

Nickname: ______________________________ Cell Phone #: ______________________________

Major(s): ______________________________ Minor: ______________________________

Classification in Fall 2018 (check one):     ____ Freshman     ____ Sophomore     ____ Junior     ____ Senior

Anticipated Graduation Date (Month/Year): ______________________________

Do you have experience with tutoring?     _____ Yes     _____ No     _____ Formally     _____ Informally

Please list courses that you have completed by Fall 2018 that you would like to tutor

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

Would you like to be considered for a Peer Assisted Study Session (PASS) Leader position? If so, please identify which course(s) you would like to be considered for a group study session.

☐ YES    ☐ NO    If yes, which course(s)__________________

If you are interested in academic coaching, please check any of the following you’d like to be considered for:

_____ Note Taking     _____ Study Skills     _____ Test Taking Strategies

_____ Time Management     _____ Creating a calendaring or academic organization system

AU Student employees are allowed to work a maximum of 15 hours per week. Please indicate the maximum number of hours (per week) you would prefer working during Fall 2018 semester. _______

If you are currently working on campus and plan to continue, please list your supervisor and department:

________________________________________________________________________________________

Please complete the following short answer questions on a separate sheet of paper:

1. Why would you like to be a peer tutor?
2. What qualities do you possess that would make you a good tutor?
3. How will you set the tone for positive peer to peer meetings?
**Faculty Recommendation Form for Student Peer Tutors**

The student who has asked you to provide this recommendation has applied for a peer tutor position in the ASC. Peer tutors work with students on a one-on-one basis or in small group sessions to answer questions on course content and to aid in comprehension.

| Student Name: ___________________________ | Student ID# ___________________________ |
| Instructor Completing the form: ___________________________ |
| Department: ___________________________ | Contact Phone # ___________________________ |
| Course(s) Desiring to Tutor: ___________________________ |

In an effort to help ensure the quality of the ASC peer tutoring program, we are requiring that students who are interested in tutoring have a recommendation by the faculty member.

- How many courses have you had this student in your class?  
  - □ 1  
  - □ 2-3  
  - □ 4 or more

- This student has the skills to be an effective Peer Assisted Study Session (PASS) leader  
  - □ Yes  
  - □ No

- This student has the skills to facilitate group workshops or a drop-in program  
  - □ Yes  
  - □ No

- I think this student’s skills would be best utilized in a one-on-one setting  
  - □ Yes  
  - □ No

**Please indicate your assessment of the applicant in the following areas:**

<table>
<thead>
<tr>
<th>Knowledge of Subject</th>
<th>□ Excellent</th>
<th>□ Above Average</th>
<th>□ Average</th>
<th>□ No Basis</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interpersonal Skills</td>
<td>□ Excellent</td>
<td>□ Above Average</td>
<td>□ Average</td>
<td>□ No Basis</td>
</tr>
<tr>
<td>Responsibility/Maturity</td>
<td>□ Excellent</td>
<td>□ Above Average</td>
<td>□ Average</td>
<td>□ No Basis</td>
</tr>
</tbody>
</table>

**Additional Comments:** ____________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

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_________________________________________________________________________________

_________________________________________________________________________________

Faculty Signature ___________________________  Date _____________

Thank you for your assistance. Completed forms can be scanned and sent directly to Julie Hall, jhall@aurora.edu