Learning Commons

Peer Tutor- Application for Employment

Thank you in advance for your interest in becoming a peer tutor through the Mount Aloysius College Learning Commons. Please review the requirements, expectations, benefits, and process listed below. Application, essay, and Faculty Recommendation Form must be completed and returned to be considered.

Requirements:

- Tutors must have and maintain a 3.0 or higher cumulative GPA.
- Tutors must have taken each course they wish to tutor for at the College; any exceptions must be reviewed by the Learning Commons Coordinator and faculty member prior to beginning tutoring.
- Tutors must have received a B+ or higher in each course for which they wish to tutor.
- Tutors must have a completed Faculty Recommendation Form on file before they can begin tutoring. This form is also available online.
- Tutors must be eligible for US employment.

Expectations:

- Tutors will attend all training activities throughout the semester.
- Tutors will actively check their MAC email for tutoring matches at least every 24 hours.
- Tutors must check their TutorTrac account every day so as to not miss any tutoring appointments.
- When a tutor receives an appointment, it is their responsibility to be on time and prepared to hold the session.
- Tutors must email the Learning Commons Coordinator within one-hour of any missed student appointment.
- All appointments must be held in the Learning Commons.
- Tutors must complete all session reports and keep accurate session and time records on a daily and weekly basis.
- Tutors are not guaranteed a set number of hours per week; rather the hours are based on demand.
- Tutors are expected to maintain a positive reputation on campus and to remain free of judicial sanction.
- Tutors are expected to adhere to the established best practices of the Learning Commons.
- All records regarding students and tutoring sessions MUST remain confidential.

Benefits:

- Tutors gain excellent professional experience for future positions.
- Tutoring is a paid campus employment position, at a rate of $7.25 per hour.
- Tutors set their own schedule.
- Tutors have the opportunity to build solid relationships with faculty and staff across campus.
- Tutors earn satisfaction in helping other students develop skills and knowledge toward higher academic success.
Process:

- Complete and return this application to Theresa Spanella in the Learning Commons, Library.
- Complete the indicated essay response.
- Print out the Faculty Recommendation Form and give it to Faculty for completion and return.
- Print a copy of your unofficial transcripts from CampusWeb, and attach it to your application packet.
- Complete all HR employment paperwork distributed during training, and return to Learning Commons Coordinator.

Please complete and return, along with essay, to Theresa Spanella, Learning Commons, Library.

Name ___________________________________        Student ID Number ____________________________
Local Address ___________________________________        Telephone ________________________________
_________________________________________________________        MAC E-mail ______________________________

Permanent Address (if different) ________________________________
Class Standing: FR _____ SO _____ JR _____ SR _____ GRAD _____ Major ______________________________
Current Cumulative GPA: _______

Please list the course(s) you want to tutor and specify the grade(s) you received. Indicate what level you can tutor, if a specific course number is not listed. If you took a higher level course, and received a B+ or higher and would like to tutor a lower level course in the same content area, please indicate that.

_________________  ________________  __________________  ________________
_________________  ________________  __________________  ________________
_________________  ________________  __________________  ________________
_________________  ________________  __________________  ________________

If you are unsure of course abbreviations, they can be found at http://www.mtaloy.edu/academics/course_catalog/

Please list and describe any relevant tutoring experiences you have had:
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________

Please respond to the following prompt in the form of a typed essay response and include with your completed application:

“Briefly discuss the reason you would like to be a peer tutor, including skills and experiences that you feel qualify you for the position.”

*A Faculty Recommendation Form is required to be completed and returned by a faculty member in your major. The form can be found on the Learning Commons website. Faculty can return the form to Theresa Spanella, Learning Commons Coordinator.

_________________  ________________
Signature  Date

Please return this completed application and essay to Theresa Spanella, Learning Commons. Individual interviews will be scheduled.