



## 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 Peer Tutoring 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 Peer Tutoring Coordinator within one-hour of any missed student appointment.
- All appointments must be held in the Learning Commons or online via Google Meets.
- 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 \$8.25 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 Dr. Chris Burlingame, the Peer Tutoring Coordinator, 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 Peer Tutoring Coordinator.

**Please complete and return, along with essay, to the Peer Tutoring Coordinator, 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/](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 Dr. Christopher Burlingame, Peer Tutoring Coordinator.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Please return this completed application and essay to Dr. Chris Burlingame, Learning Commons. Individual interviews will be scheduled.**