ACADEMIC SUCCESS CENTER

STUDENT PEER TUTOR APPLICATION

Personal Information:

Name: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Date: _____ Major: _____ Overall Current GPA _____

Subject(s) for Which You Are Applying to Tutor:

_____

Course(s) used to qualify for tutoring (must have a B or better, may be a transfer course):

Course	Grade	Semester Taken

Tutor Job Description:

Tutoring serves college students by assisting with academic success strategies. The primary responsibilities of a tutor are to support students (tutees) to become more independent learners, persist in college, and reach their goals. Tutors provide individual and/or group tutoring to students across a broad range of courses based on their personal area of expertise. Tutors meet with students to clarify and review concepts taught in class, explain processes and help students solve specific problems. Tutoring supports classroom-centered activities, and as such, the emphasis and content of the tutoring sessions is determined by the student's needs. Tutors work with colleagues and the Director of Academic Success.

Responsibilities:

- Provide subject-specific content to help students through drop-in assistance or online tutoring requests
- Recognize different learning styles and student preferences
- Create a professional and welcoming environment by modeling respect for students' diverse cultures, language skills, and experiences
- Use active listening strategies to allow student to determine content and pace of tutoring
- Utilize listening and questioning strategies as the primary tutoring method to diagnose student needs and monitor progress

- Participate in professional development activities to improve tutorial skills and continue to grow cultural competence and reflection skills
- Utilize feedback and reflection to improve practice
- Recognize primary role is to help students become more confident, more successful, self-directed learners
- Be direct and kind with students at the same time provide direct assistance in the use of equipment, learning objects, and materials needed for student success
- Make appropriate referrals to other campus and community resources as needed

Qualifications:

- Strong knowledge and understanding of subject content area (B or higher grade)
- A commitment to professionalism, patience, and courtesy
- A commitment to attend scheduled tutor training and/or meetings
- A personal and professional commitment to academic honesty

Application Requirements:

- A letter explaining your interest in becoming a tutor
- College transcripts (unofficial are fine)
- Resume
- Faculty recommendation form filled out by faculty member
- Availability schedule

Approximately how many hours per week would you like to tutor? _____

Check below ALL times when you are AVAILABLE to tutor.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SUNDAY
9:00- 10:00					CLOSED	CLOSED
10:00-11:00					CLOSED	CLOSED
11:00-12:00					CLOSED	CLOSED
12:00-1:00						
1:00-2:00						
2:00-3:00						
3:00-4:00						
4:00-5:00						
5:00-6:00					CLOSED	CLOSED
6:00-7:00	CLOSED	CLOSED			CLOSED	CLOSED

MISSION

The Academic Success Center's mission is to help students meet their academic goals by empowering them to become confident, capable, independent learners.

OBJECTIVES

1. Provide tutoring for developmental and transfer-level math and English courses, science courses, and for other courses as needed.
2. Coordinate with faculty members to support classroom instruction.
3. Support the organization of study groups to enable students to work together to achieve academic goals.

4. Identify and implement additional services that may support students' academic success, based on both expressed and demonstrated needs.
5. Increase tutors' development by certifying all tutors at Level 1 of the College Reading and Learning Association (CRLA) certified tutor training program and offer Level 2 training.
Essential Tutor Responsibilities

Essential Tutor Responsibilities

- Be on time and prepared for scheduled tutoring sessions.
- Maintain confidentiality.
- Focus on students' academic success.
- Do not do the students' assignments.
- Be respectful of instructors, other tutors, and students.
- Ensure students have signed in to the tracking system.
- Attend staff meetings and training sessions.
- Notify your supervisor in advance of absences.

Notice

Disclaimer and Signature

7/27/2023

Signature: _____ Date: _____

Please print, sign, and submit the application with a copy of your transcript and letter of interest to:

academicsuccess@gfcmsu.edu

Academic Success Center
Great Falls College Montana State University
2100 16th Avenue South
Great Falls, MT 59405

Final hiring of all tutors is at the discretion of the Director of Academic Success.