



ACADEMIC SUCCESS CENTER
PEER TUTOR APPLICATION

Personal Information

Name _____ Phone _____

Address _____ City/State/Zip Code _____

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

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Qualifications

- A degree in the subject area (or closely related field) in which you wish to tutor
- 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 or Curriculum Vitae
- Contact information for 3 professional references
- Availability schedule

Educational Attainment			
Level	Name & Location (City/State)	Course of Study/Major	Completed Degree (i.e., AA, BA, MA)
Last High School Attended			
College or University			
Graduate School			
Business or Vocational			
Other (please specify)			

Are you currently enrolled as a student at Great Falls College MSU? Yes No

Professional licenses or certificates:

Employment

Have you ever been employed by Great Falls College MSU?

Yes

No

If yes, in what department? _____ Dates of Employment: _____

Name of Supervisor: _____

Please list the names and contact information of professional references:

Name and Title	Company and Address	Telephone No. & E-Mail

Describe other relevant experiences not listed above (such as volunteer work, professional associations, etc.)

Indicate special relevant qualifications, such as typing, kinds of equipment or machines you can operate, specialized training, foreign language ability, honors, awards, fellowships.

Please include a resume or curriculum vitae as part of your application

Have you been convicted of a felony within the last seven (7) years? (Convictions will not necessarily disqualify an applicant from employment.) Yes* No *If yes, please explain on a separate piece of paper.

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

- ✓ Be on time and prepared for scheduled tutoring sessions.
- ✓ Maintain confidentiality.
- ✓ Focus on students' academic success.
- ✓ Don't 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.

Affirmative Action Statement

Great Falls College MSU is an ADA/AA/EEO Employer. All qualified individuals regardless of gender, race, national origin, religion, age, disability status or political affiliation are encouraged to apply. The College also honors veterans' preference status. Please contact the Executive Director of Human Resources for more information on veterans' preference and equal opportunity, or to arrange accommodations for a disability.

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application may disqualify me from consideration for employment, or if hired, may be grounds for termination at a later date.

I authorize all former employers to release job-related information they may have about me to Great Falls College MSU or its agents and employees. I release all persons or companies from any liability for providing such information.

Would you like to be notified prior to contacting your current/previous supervisor for a reference? Yes No

Signature: _____ Date: _____

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

Academic Success Center, Great Falls College Montana State University
2100 16th Ave. South, Room R263, Great Falls, MT 59405

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

