

Application for Peer Tutor Position Learning Center



Our Goal: The university should be a community that not only challenges students but also provides support services to help meet these challenges. Therefore, all students should have opportunities and resources available to them so that they may meet their academic goals. The Learning Center serves as one component of such a support network. **It seeks to help students become better learners so they can be academically successful.**

We support students by supplementing their learning in the classroom with peer tutoring sessions, workshops, Supplemental Instruction, and academic resources. As successful students themselves, tutors share their knowledge and learning skills to help establish an environment that fosters academic achievement. Please see www.pdx.edu/tutoring for more information about us. Peer tutors are available fall, winter, spring, and summer terms.

Qualifications:

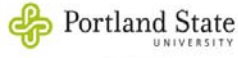
- **Be an admitted matriculated PSU student who is at least a sophomore.**
- **Be a student of and preferably majoring in the discipline tutored.**
- **Be familiar with the academic courses, programs, and pedagogical approaches by the respective departments at PSU.**
- **Be enrolled for at least 6 credits for undergraduates and 5 credits for graduate students each term tutoring for the PTLC.**
- **Have a minimum 3.0 cumulative GPA.**
- **Possess the ability and willingness to work with individuals and groups of students from diverse cultural, economic, and academic backgrounds.**
- **Possess excellent oral and written communication skills.**
- **Be strongly committed to being a partner in the process of helping learners achieve academic goals.**

Responsibilities:

- Attend orientation and training sessions prior to tutoring.
- Attend all scheduled meetings.
- Actively tutor students as assigned during scheduled hours.
- Be on time and prepared for tutorial sessions.
- Maintain all records and forms required by the center.
- Submit paperwork and/or electronic documents on or before deadlines.
- Communicate with the tutorial coordinator and other center staff.
- Regularly check personal folder.
- Inform tutorial coordinator and/or center staff of illness, lateness, etc.
- Participate in the center's assessment process and provide other written and oral input to tutorial staff as required.
- Participate in evaluation process such as being observed and meeting with the tutorial coordinator.
- Maintain good academic standing.

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**Application for Peer Tutor Position
Learning Center**



Name: _____ Date: _____

Student ID Number: _____

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

Phone: _____ E-mail: _____

Class standing: SO JR SR PB/Grad Major: _____

If you are receiving financial aid, have you been granted Federal Work Study? Yes No
(This position does not require Federal Work Study.)

In what subjects would you like to tutor?

List the classes you have taken that would qualify you as a tutor in these subjects; note which ones have been taken at PSU:

Please respond to the following questions. You may attach additional sheets if needed.

1. Why are you interested in being a tutor?

2. Why do you think you would be a successful tutor? Also, list any special skills you have and explain how they would benefit this position.

References: Please list two references whom you think could attest to your abilities as a tutor. At least one should be university faculty or staff.

1. Name:	_____	2. Name:	_____
Title/Dept:	_____	Title/Dept:	_____
E-mail:	_____	E-mail:	_____
Phone:	_____	Phone:	_____

In addition to completing this application, please attach a resume that includes all tutoring-relevant experience.

Return ALL pieces together to the reception desk in 439 Smith Memorial Student Union.

Applications are kept one year from date of submission. Should an appropriate position open and should you be selected for an interview, you will be contacted. Please do not inquire about application status. Thank you.

Updated January 2011