

## Peer Tutor Application Packet

Thank you for your interest in our peer tutoring program! Please complete the following application and return with required forms to Academic Success Center in SCI 151. If you have any questions about the application or application process, please call Sylvia at (419) 995-8397.

### Qualifications

Applicants must have:

- 3.0 Cumulative GPA
- Grade of "A" or "B" in the course(s) applying to tutor
- Completed the course(s) to tutor within the past 2 years
- Enrolled in six credit hours per semester (or 3 credit hours during summer session)
- Proficient in Microsoft Word and basic computer applications
- Ability to attend mandatory tutor trainings as scheduled
- Interpersonal, leadership, and organizational skills

### Referral Forms

Please provide two (2) faculty referrals forms from faculty members from Rhodes State College in the subject area (s) you are applying to tutor:

- **Faculty Referrals:** completed by a faculty members from Rhodes State College in the subject area(s) you are applying to tutor

Please use the forms provided, which can be supplemented with additional letters of recommendation, if desired.

### Interview Process

**Only applicants who submit a complete packet will be considered for an interview.**

Those selected for an interview will be contacted via a phone call. Hiring decisions will be based upon the Academic Success Center Center's needs and the qualifications of the applicants.

Your completed packet should include:

- Peer Tutor Application with two essays
- Faculty Referral Form #1
- Faculty Referral Form #2
- Availability to Work Form
- Academic Transcript (Unofficial transcripts can be printed through StarsOnline)



Peer Tutor Application

Name: \_\_\_\_\_ R# \_\_\_\_\_ Date \_\_\_\_\_

Email Address: \_\_\_\_\_ Birth date: \_\_\_\_\_

Primary Phone # ( ) \_\_\_\_\_ Secondary Phone # ( ) \_\_\_\_\_

Major: \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_ Credits Completed: \_\_\_\_\_

**Please list the courses you are eligible to tutor.**

Course	Instructor	Grade

**Yes                      No**

Are you available to work in the Summer?                      \_\_\_\_\_

Are you available to work in the evenings?                      \_\_\_\_\_

Are you eligible for Work-Study?                      \_\_\_\_\_

**Essays:** Please respond to the following questions. Answers should be typed and approximately 150-250 words each. *Print and attach the essays to your application.*

1. What experiences have you had, or what special skills do you possess that would help you in your job as a tutor?
2. Why do you want to be a tutor?

**Office Use Only**

Date Received: _____	Interview Date: _____	Hired: Y / N Start Date: _____



Peer Tutor Application Faculty Referral

To be completed by the student:

Applicant's name: \_\_\_\_\_

Applied to tutor the following courses:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This student is applying for a peer tutoring position in the ASC at Rhodes State College. The ASC seeks to hire high-caliber students who can work in a dynamic, diverse environment. Please provide your opinion of this student's qualifications for a peer tutoring position.

	Excellent	Very Good	Good	Fair	Poor	Unable to Assess
Quality of Academic Work						
Reliability/Punctuality						
Interpersonal Skills						
Communication Skills						
Motivation						
Leadership						
Overall Suitability for a Peer Tutoring position						

Optional: Attach any additional information or written comments you feel would aid the ASC in considering this student for employment as a peer tutor.

Referrer's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Position/Title: \_\_\_\_\_ Phone: \_\_\_\_\_

How long have you known this student? \_\_\_\_\_ In what capacity? \_\_\_\_\_

Signature: \_\_\_\_\_

**Please return this form and any attachments to: Rhodes State College Academic Success Center**

(419) 995-8039 phone

(419) 995-8817 fax

**4240 Campus Drive, SCI 151**

**Lima, OH 45804**



Peer Tutor Application Faculty Referral

To be completed by student:

Applicant's name: \_\_\_\_\_

Applied to tutor the following courses:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This student is applying for a peer tutoring position in The ASC at Rhodes State College. The ASC seeks to hire high-caliber students who can work in a dynamic, diverse environment. Please provide your opinion of this person's qualifications for a peer tutoring position.

Table with 7 columns: Skill Category, Excellent, Very Good, Good, Fair, Poor, Unable to Assess. Rows include Listening Skills, Reliability/Punctuality, Interpersonal Skills, Communication Skills, Motivation, Respect for Others, and Overall Suitability for a Peer Tutoring position.

Optional: Attach any additional information or written comments you feel would aid The ASC in considering this student for employment as a peer tutor.

Referrer's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Position/Title: \_\_\_\_\_ Phone: \_\_\_\_\_

How long have you known this person? \_\_\_\_\_ In what capacity? \_\_\_\_\_

Signature: \_\_\_\_\_

Please return this form and any attachments to: Rhodes State College Academic Success Center
(419) 995-8039 phone 4240 Campus Drive, SCI 151
(419) 995-8817 fax Lima, OH 45804

Schedule Availability Form

Name: \_\_\_\_\_

Date/Semester: \_\_\_\_\_

**PLEASE SHADE ALL TIMES YOU ARE AVAILABLE:**

Please indicate all times you are available to work.

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00-8:30					
8:30-9:00					
9:00-9:30					
9:30-10:00					
10:00-10:30					
10:30-11:00					
11:00-11:30					
11:30-12:00					
12:00-12:30					
12:30-1:00					
1:00-1:30					
1:30-2:00					
2:00-2:30					
2:30-3:00					
3:00-3:30					
3:30-4:00					
4:00-4:30					
4:30-5:00					
5:00-5:30					XXXXXXXXXX
5:30-6:00					XXXXXXXXXX
6:00-6:30					XXXXXXXXXX
6:30-7:00					XXXXXXXXXX
7:00-7:30					XXXXXXXXXX
7:30-8:00					XXXXXXXXXX