

Peer Tutor Application Packet

Thank you for your interest in our peer tutoring program! Please complete the following application and send it to academicsuccesscenter@rhodesstate.edu. If you have any questions about the application or application process, please call (419) 995-8039.

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 one (1) referral from individuals who can speak to your qualifications for a tutoring position.

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

Please use the form provided, which can be supplemented with an additional letter of recommendation, if desired.

Hiring 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 both the Tutoring Center needs and the qualifications of the applicants.

Your completed packet should include:

- Complete the FAFSA if you have not already done so.
- Complete the Peer Tutor Application and required essay responses.
- Request a Faculty Referral using the attached form.
- Complete the Schedule Availability Form.
- Return the application packet academicsuccesscenter@rhodesstate.edu.
- Interview with the Dean, Academic Affairs.
- If selected a Referral Form will be completed and you will be contacted for your signature.
- Human Resources will contact you to complete the necessary College employment forms.
- Human Resources will contact the Tutoring Center when you are clear to begin work.



Peer Tutor Application

Name: _____ R# _____ Date _____

Email Address: _____

Primary Phone # () _____ Secondary Phone # () _____

Major: _____

Please list the courses you are interested in tutoring.

Course	Instructor	Grade

Yes No

Are you available to work in the summer? _____

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 student:

Applicant's name: _____

Applied to tutor the following courses:

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

	Excellent	Very Good	Good	Fair	Poor	Unable to Assess
Listening Skills						
Reliability/Punctuality						
Interpersonal Skills						
Communication Skills						
Motivation						
Respect for Others						
Overall Suitability for a Peer Tutoring position						

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

Referrer's Name: _____

Date: _____

Position/Title: _____

Phone: _____

Signature: _____

Please return this form and any attachments to: AcademicSuccessCenter@RhodesState.edu



Schedule Availability Form

Name: _____

Date/Semester: _____

PLEASE CHECK ALL TIMES YOU ARE AVAILABLE TO WORK:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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						XXXXXXXXXX
2:30-3:00						XXXXXXXXXX
3:00-3:30						XXXXXXXXXX
3:30-4:00						XXXXXXXXXX
4:00-4:30						XXXXXXXXXX
4:30-5:00						XXXXXXXXXX
5:00-5:30					XXXXXXXXXX	XXXXXXXXXX
5:30-6:00					XXXXXXXXXX	XXXXXXXXXX
6:00-6:30					XXXXXXXXXX	XXXXXXXXXX
6:30-7:00					XXXXXXXXXX	XXXXXXXXXX
7:00-7:30					XXXXXXXXXX	XXXXXXXXXX
7:30-8:00					XXXXXXXXXX	XXXXXXXXXX