Tutoring Central a Unit of Academic Enhancement

Peer Educator-Tutor Position

DESCRIPTION:

The Peer Educator Program provides free tutorial services for most of the lower level general education course requirements. We employ Content Tutors and Tutor Generalist in most subjects. Content Tutors are subject specific and Tutor Generalist tutors assist students in a broad range of areas to help them achieve academic success.

OUR GOAL:

Our goal is to build on students' strengths to help them achieve their full academic potential.

OUR SERVICES:

Tutoring Central provides the following services:

- Content Tutors-Tutors who specialize in a specific subject area.
- Tutor Generalist – Assist students with maximizing their academic performance.
- One-on-one tutorial services
- Small group tutoring
- Webinars on student success
- Study skills and learning strategies
- Tutorial services for Distance Learning (On-line)
- Smart Thinking- On-line tutorials available 24 hours through Black Board (Self-directed)

QUALIFICATIONS:

- Candidate must be proficient in the area in which she/she desires to tutor.
- Must be able to convey that knowledge clearly via the spoken and written word.
- A minimum grade point average (GPA) of 3.0 required in the course(s) in which the candidate is applying to tutor.
- A minimum 3.0 cumulative GPA and tutorial experience preferred.
- Must be an ODU undergraduate or graduate student.
- Have a desire to participate in the success of fellow students.

RESPONSIBILITIES:

- Successful completion of Academic Enhancement Peer Educator Training Program.
- Complete ten hours of training. Two hours of the ten hours of training will be on-line.
- Provide peer-to-peer tutoring.
- Maintain frequent communication with full-time staff and responding to requests.
- Be punctual and professional. Submit session logs within one week of each tutorial session.
- Provide follow-up with tutees who miss consecutive appointments.
- Other general tasks may be assigned pertaining to student success.

COMPENSATION:

Tutors are paid $9.50 for undergraduate tutors and $12.50 an hour for graduate students. Pay may increase with experience.

HOW TO APPLY:

Candidates may apply for the tutoring position by completing the following.

- A completed application
- Resume
- Completed faculty/staff reference form
- Current class schedule (if completed)

SUBMIT APPLICATION TO:

- Address: Old Dominion University
  Peer Educator Program
  1104 Student Success Center
  Norfolk, VA 23529
- Phone contact: Coordinator, John Lee or Educational Support Specialist,
  Wallace Turner@ (757) 683-3294
- Email: tutoringcentral@odu.edu

****PLEASE ATTACH YOUR RESUME** PRINT CLEARLY**

Name			UIN
Street Address/Apt#			
City		State	Zip Code
Local Telephone #	Cell Phone #	Email Address	

Major	Cumulative GPA	Total Credits Earned

Classification:	**I am Applying for:**
☐Freshman ☐ Sophomore ☐Junior ☐Senior ☐Graduate Student	☐Peer Educator ☐ Tutor ☐Both

Do you have prior experience in tutoring, teaching, or mentoring? If yes, explain.

Briefly state why you want to be a tutor/Peer Educator.

Times Available to Work. Please include available times from 8 am – midnight and if you would be able to work on Saturday and Sunday.

Sunday (appt. only)	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Are you currently on work study?	Maximum hours you can work each week.

Please check the discipline you would like to tutor: ☐ Business Course ☐ Humanities ☐ Foreign Languages ☐ Sciences ☐ Social Science

Please select your **tutoring** preference: ☐ On- Campus ☐On-line ☐ Va Beach Higher Ed. Center

Please Select The **Peer Educator** track that you prefer: ☐ Out Reach ☐ Academic Planning ☐ Generalist

Course(s) You Have Taken In Which You Would Like To Tutor

Course Title	When Taken	Where Taken	Grade Received

The information I have given on this application is true and correct to the best of my knowledge. I hereby give permission for the Peer Educator Programs staff to verify my academic record and contact my references.

_____ _____

Signature Date

PEER EDUCATOR-TUTOR REFERENCE

Please have an instructor or advisor complete this referral form.

Applicant's Name: _____

Evaluator: Please check the appropriate space & complete this section

_____Faculty _____Advisor _____Other (Please specify)

How well do you know the applicant?

Please rate the applicant in these areas. (Circle your responses)

	Excellent	Very Good	Average	Below Average	Unable to Judge
Academic Ability	4	3	2	1	X
Maturity	4	3	2	1	X
Social Skills	4	3	2	1	X
Integrity	4	3	2	1	X
Communication Skills	4	3	2	1	X
Leadership Skills	4	3	2	1	X

3. Please describe the applicant's strengths.

4. Please describe the applicant's weaknesses.

5. Overall, would you recommend this student as a peer professional working with students in a tutoring or mentoring capacity?

Signature_____ Printed Name_____

Position_____ Phone #:_____ Date:_____