

Position: Peer Tutor

Rate of Pay: Varies

Role of a Tutor

A peer tutor is an academically accomplished student leader who represents the **ANC Tutoring Center**, maintains professional and appropriate conduct during work hours, respects and adheres to the Tutoring Center's policies and procedures.

Qualifications:

- Have an overall G.P.A. of 2.5 or above
- Have a B or better in the subjects you wish to tutor
- Have a willingness to help others
- Applicants that are ANC students must at least be their second semester and have completed at least one college level course (In order to tutor in any low-level Mathematics or English courses, must have completed a college-level course in the respective subject.)

Duties and Responsibilities:

- Accurately and promptly turn in all the necessary paper work
- Uphold and abide by the Tutor Code of Ethics, ANC's Academic Integrity policy, and other policies and rules within the tutor manual
- Maintain and enforce the rules of the tutoring center
- Act as facilitators (guides) that help students with learning to learn
- Attend tutor training sessions (which are normally held on a Friday)
- Establish and maintain rapport with students and faculty, and be respectful of their right to confidentiality at all times
- Tutor multiple college subjects
- Dress and act appropriately in the Tutoring Center
- Stay in contact with both the students you are assigned and the Tutoring Center
- Work with ANC tutoring staff to develop a consistent but flexible work schedule
- Any other duties required of you by the Academic Success Facilitator, and the Vice President of Instruction

If you are interested, fill out the attached application and provide the following documents along with your completed application:

1. A copy of a transcript* with Grades and GPA.
2. Letter of recommendation from someone that has knowledge of your academic achievement (If a student at ANC we prefer that you get a letter from the instructor of the subject you want to tutor)

*-Applicants claiming to have a degree from another school should provide a copy of their official transcript

Anticipated Courses That Need a Tutor for The Spring 2014 Semester:

- Principles of Accounting I
- Principles of Accounting II
- Anatomy and Physiology I
- Anatomy and Physiology II
- General Biology
- Legal Environment of Business
- College Algebra
- Business Statistics
- Computer Fundamentals
- Records and Information Management
- Business Communications
- Legal Aspects of the Medical Office
- Microeconomics
- English Composition II
- And other courses as well

**Arkansas Northeastern College
ACE Advising Center**

TUTOR APPLICATION SPRING

Please print clearly

Date: _____

NAME: _____ Student Id: _____
Last First MI

ADDRESS: _____
Street City Zip Code

PHONE(S): _____ E-MAIL: _____

Do you have a college degree? Yes No If so, what type: Associate's Bachelor's Master's

List 2 References (Name and phone number):

1. _____
2. _____

The subjects that you will be asked to tutor are based on your transcript. Are there any courses you are uncomfortable tutoring? Please, print responses on the back or on a separate sheet of paper)

Can you tutor in any of the following (Check all that apply):

- | | | |
|--|---|--|
| <input type="checkbox"/> Principles of Accounting I | <input type="checkbox"/> Legal Environment of Business | <input type="checkbox"/> Business Communications |
| <input type="checkbox"/> Principles of Accounting II | <input type="checkbox"/> College Algebra | <input type="checkbox"/> Legal Aspects of the Medical Office |
| <input type="checkbox"/> Anatomy and Physiology I | <input type="checkbox"/> Business Statistics | <input type="checkbox"/> Microeconomics |
| <input type="checkbox"/> Anatomy and Physiology II | <input type="checkbox"/> Computer Fundamentals | <input type="checkbox"/> English Composition II |
| <input type="checkbox"/> General Biology | <input type="checkbox"/> Records and Information Management | |

Please indicate all the times you are available to tutor (**Please note** that the times that you place on your application will be used to assign your tutees during the semester; as you check the boxes, consider:1) giving yourself plenty of time to arrive to your sessions on time, 2) your own academic responsibilities, and 3) any other responsibilities that you may have. Be responsible in managing your time):

v	8-9	9-10	10-11	11-12	12-1	1-2	2-3	3-4	4-5	5-6	6-7	7-8
Monday												
Tuesday												
Wednesday												
Thursday												
Friday	Friday Sessions Available Upon Request											

Applicant's Printed Name _____

Applicant's Signature _____ Date _____

Academic Success Facilitator _____ Date _____