

## PEER TUTOR POSITION

**Positions are open until filled and application can be obtained online**

Under the supervision of the Academic Support Coordinator, the peer tutor provides academic support to CSU Fresno students. Peer tutors must attend and participate in tutor training, and meetings. Peer tutors should also have the ability to provide guidance to students, model good academic habits, promote student self-esteem, and independent learning.

Peer tutors should have the potential to quickly learn skills to facilitate independent-learning, effectively ask questions, motivate students to interact, and make lessons memorable. There is a required training that will develop the expected skills.

### Minimum Qualifications:

- Must be currently enrolled at Fresno State
- Undergraduate student must be enrolled in at least 6 units
- Graduate students must be enrolled in at least 4 units
- Must have a cumulative GPA of 3.0 on a 4.0 scale
- Must have obtained a "B" or better in the class(es) of interest
- Must have Sophomore Standing

### Skills and Abilities:

- Must have the ability to work effectively with people from diverse ethnic, cultural, and socio-economic backgrounds
- Must possess good oral and written communication skills
- Must demonstrate a solid foundation of subject content
- Must have a good understanding of general university policies and procedures, support services, and student life at Fresno State

### Terms of Employment:

- Employment is for one semester, with subsequent employment contingent upon satisfactory performance and supervisor evaluation
- Attend mandatory orientation
- Attend CRLA certified tutor training sessions
- Non-negotiable starting wage at \$10.00 per hour
- Attendance Paid: For orientation, any mandatory tutor training sessions, meeting, and supervisor evaluation.

### Application Packet Requirements:

Prospective tutor, needed items before considered for position, if any document is missing from **A - E** below your application packet may not be considered.

- A.  Tutor Application: Completed Learning Center tutor application packet
- B.  Unofficial Transcripts: Copy of most recent unofficial transcript, printed off from [myfresnostate](http://myfresnostate)
- C.  Schedule: A copy of your class schedule, printed off from your [myfresnostate](http://myfresnostate)
- D.  Other obligations, include in schedule any additional time for labs or other obligations you may have
- E.  **RECOMMENDATION** – Submit **one faculty** recommendation for **each subject area** you wish to tutor
  - Applicant, we understand Recommendation may take longer, please feel free to check with us
  - Applicant, you may consider contacting the person you requested the recommendation from to complete your application packet to be considered

**Note:** We contact all applicants if all documents **A-E** are submitted within **two weeks** via email.

### Positions:

Open until filled

### Applications

Application can be obtained at the Learning Center and online see below.

[www.fresnostate.edu/studentaffairs/lrc/about/jobs.html](http://www.fresnostate.edu/studentaffairs/lrc/about/jobs.html)

Learning Center [www.fresnostate.edu/learningcenter](http://www.fresnostate.edu/learningcenter)

Henry Madden Library, Collection Level (Basement)  
5200 N Barton Ave. Fresno CA, 93740 M/S ML44  
Phone 559.278.3052 Fax 278.7460



**SECTION #3**

**WORK EXPERIENCE**

Position	Organization	Dates of Employment
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please list at least three professional references along with their contact information:

Name	Email/Other	Phone Number
A. _____	_____	_____
B. _____	_____	_____
C. _____	_____	_____

**SECTION #4**

**WHY DO YOU FEEL YOU QUALIFY FOR THIS POSITION**

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I certify that the information submitted in this application is correct, the email address I have provided may be used to contact me about my application and services I may find useful.

**Sign:** \_\_\_\_\_ Date: \_\_\_\_\_  
Applicants Signature



**QUESTIONS REGARDING POSITION:** ↓ Contact the following persons for additional information.

LEARNING CENTER  
 559.278.3052  
 FAX: 278.7460  
 Henry Madden Library  
 Collections (Basement)  
 5200 N. Barton Ave. M/S ML44  
 Fresno, CA 93740-8014  
 Division Student Affairs 11/9/2012



→ Tutoring  
 → Grad. Intern

Contact:  
**William Hardaway**  
 Academic Support Coordinator

→ Supplemental Instruction  
 Leader  
 → Grad Intern.

Contact:  
**Mai Kou Vang**  
 Academic Support Advisor  
 mvang@csufresno.edu

→ Student Assistant  
 Front Desk

Contact: **Karen Lowe**  
 Administrative Support  
 karenlo@csufresno.edu  
 559.278.8437

**Learning Center:** [www.fresnostate.edu/learningcenter](http://www.fresnostate.edu/learningcenter)

**Job Information:** [www.fresnostate.edu/studentaffairs/lrc/about/jobs.html](http://www.fresnostate.edu/studentaffairs/lrc/about/jobs.html)

**OFFICE USE ONLY**

Date	Comments
_____	_____
_____	_____
_____	_____
_____	_____

# RECOMMENDATION

The student below has applied for a position at the Learning Center. Our office provides tutoring in different subject areas, academic success workshops, supplemental instruction, and academic coaching. To help us ensure that students receive high quality services, we would like candid feedback regarding this applicant and their potential. Please return the completed recommendation to the Learning Center address is located on the back.

STUDENT FILL OUT

Student: \_\_\_\_\_  
PRINT First Last

<input type="checkbox"/> Tutor	<input type="checkbox"/> Grad. Intern.
<input type="checkbox"/> Supplemental Instruction Leader	<input type="checkbox"/> Student Assistant

\_\_\_\_\_  
Student Campus ID

**Recommendation From:**  Faculty  Other **Position/Title:** \_\_\_\_\_

Name: \_\_\_\_\_  
PRINT First Last

**Work experience in position/other requesting recommendation:**

Position Organization Dates of employment/other

## EVALUATION

Student's ability to serve in this position: (Circle the number that best applies to the applicant)

NA - Does not apply    1 - Fair    2 - Average    3 - Above Average    4 - Unable To Evaluate

### QUALIFICATIONS

Knowledge of Subject/Area	NA	1	2	3	4
Academic Maturity	NA	1	2	3	4
Interact easily with people/students	NA	1	2	3	4
Verbal Communication Skills	NA	1	2	3	4
Potential to Teach	NA	1	2	3	4

### SKILLS

Critical Thinking	NA	1	2	3	4
Research	NA	1	2	3	4
Problem solving	NA	1	2	3	4
Organization	NA	1	2	3	4
Application of new strategies	NA	1	2	3	4

### RECOMMENDATION

Highly recommend this student	NA	1	2	3	4
Have reservation in recommend this student	NA	1	2	3	4
Do not recommend this student	NA	1	2	3	4

### ADDITIONAL COMMENTS

EVALUATOR FILL OUT



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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Questions regarding the center or other information contact us. See Back Page →**