



## **Peer Tutor Application Form**

This application packet includes:

- Peer Tutoring Job Description
- Application Form

Please read all instructions carefully and return your application form and attached responses to the Academic Success Center.

If you have any specific questions regarding the application process, job description or expectations, please contact the Academic Success Center at (413) 782-1598 or via email, [academicsuccess@wne.edu](mailto:academicsuccess@wne.edu)

**ACADEMIC SUCCESS CENTER  
PEER TUTOR**

**Position Description**

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Job Title:	Peer Tutor
Department:	Academic Success Center
Position Class:	Student Employment
Supervisor:	Assistant Director for Academic Success
Primary Purpose:	To provide individual learning assistance to students in order to foster content mastery of designated subject matter.
Distinguishing Characteristics:	Requires ability to work independently. Familiarity with learning/teaching techniques is required, as is prior mastery of content matter in subject being tutored.

**Description of Goals and Duties:**

*Goals:*

- Identify and encourage utilization of active learning techniques toward the mastering of subject matter.
- Promote the understanding of the levels and process of learning: comprehension, application, analysis, synthesis, and evaluation.
- Guide students in self-discovery of problem solving strategies.
- Construct and administer periodic tutorial assessments designed to determine student mastery of tutorial subject matter.
- Maintain familiarity with designated course objectives and faculty member expectations of courses being tutored.
- Develop a tutoring plan for each scheduled tutoring session; submit tutoring documents to the Academic Success Center with timesheets.
- Research and identify specific supplementary learning materials related to subject matter being tutored and provide student being tutored with copies.
- Provide a flexible, open, and safe environment for the student for peer-to-peer learning.
- Empower all parties to engage in and with the learning process.
- Set the structure and terms of the tutoring relationship within prescribed guidelines established by the Assistant Director for Academic Success.

*Duties:*

- Participate in training program.
- Reply to documented tutoring requests received through the Assistant Director for Academic Success.
- Define through discussion with student(s) the specific nature of learning assistance required.
- Establish mutually agreed upon learning goals to be achieved and construct a written statement based upon these goals.
- File copy of the learning agreement with the Assistant Director for Academic Success acknowledging the acceptance of the tutoring referral.
- Reserve any physical facilities necessary for conducting scheduled tutoring sessions.

- Evaluate student progress in tutorial relationship and provide students with assessment of progress.
- Attend scheduled training sessions designed to promote tutoring effectiveness and understanding.
- Meet with the Assistant Director for Academic Success to discuss each student's progress during term time.
- Record appropriate documentation of tutoring services provided and submit such records to the Assistant Director for Academic Success.
- Meet as necessary with the Assistant Director for Academic Success to discuss personal issues arising from tutorial relationships.
- Initiate contact with student(s) referred through the Assistant Director for Academic Success.
- Contact the designated faculty instructor of the course being tutored and advise of tutoring assignment, as appropriate.

### **Expectations**

- Keep constant communication with your students
- Set clear expectations with students
- Don't let students become too reliant on you
- Be reliable
- Check-in regularly with course faculty
- Check-in regularly with the Academic Success Center
- Professionalism with students, staff, and faculty
- Clear communication
- Attend and participate in all training sessions

### **Essential Qualifications, Knowledge, and Skills:**

- Enrolled at Western New England University.
- Sophomore standing or higher.
- English language proficiency.
- Completion of designated subject matter/course with a grade of A- or better at Western New England University.
- Participation in specific training on teaching strategies and collaborative learning techniques.
- Effective interpersonal skills specifically related to establishing rapport, motivation and positive reinforcement.
- Functional knowledge of university library.
- Major GPA of 3.3 or higher.
- Cumulative GPA of 3.3 or higher.

**WESTERN NEW ENGLAND UNIVERSITY**  
**PEER TUTOR APPLICATION FORM**

Name: \_\_\_\_\_  
Last First Middle Initial

WNE or Local Address: \_\_\_\_\_  
Street City State Zip

Box Number: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Year: FR SO JR SR Major: \_\_\_\_\_ CUM GPA: \_\_\_\_\_ Major GPA: \_\_\_\_\_

**I am confident in my abilities to tutor or facilitate group study in the following courses:**

Note: These are normally courses completed at Western New England University in which you earned a A- or better

Course ID Number	Title of Course	Professor	Grade	Semester & Year Taken

List two academic references in the spaces provided below. Please ensure at least one reference is the professor of course that you listed in the table above:

1. \_\_\_\_\_  
Name Title and Contact Information

2. \_\_\_\_\_  
Name Title and Contact Information

**Do you have any previous tutoring or leadership experience?**

☐ Yes, at Western New England University during

\_\_\_\_\_ Semester Year  
☐ No

How many hours are you available to tutor per week? \_\_\_\_\_

**Please attach a response to the following questions:**

Why are you interested in the Peer Tutor position? How would being a tutor benefit you?

**Applicants are asked to return this form to the Academic Success Center, Campus Center 2<sup>nd</sup> Floor (Room 222), or email it to [academicsuccess@wne.edu](mailto:academicsuccess@wne.edu). Applicants are required to participate in an individual interview. Accepted candidates are required to participate in training before they begin tutoring.**

**Office Use Only**

Action Taken: ☐ Approved

☐ Disapproved

Hourly Wage: \_\_\_\_\_

Grade Step: \_\_\_\_\_

Attach Most Recent Degree Audit: \_\_\_\_\_