

# SSSP ARC Peer Tutor Application

Priority in hiring is given to SSSP undergraduates in good standing who meet these qualifications:

- overall GPA of 3.2 or better and grades of “A-” or better in the courses they wish to tutor
- a minimum of 24 credits completed at time of application
- commitment to attending all mandatory tutor training sessions
- commitment to working a minimum of four hours/maximum of 10 hours per week

<b>Name:</b>	<b>Email:</b>	@citymail.cuny.edu
<b>Phone:</b>	<b>SSSP Advisor:</b>	
<b>Major:</b>	<b>Credits:</b>	<b>GPA:</b>

**REFERENCES:** Please list two faculty references who can comment on your academic performance. At least one reference must be from an instructor teaching a course you want to tutor. Include one completed **Faculty/Staff Referral Form** for each reference with this application.

Name	Email	Phone
1.		
2.		

**AVAILABILITY:** On the schedule below, check off all of the hours you are available to tutor. You will be scheduled based on our budget and demand for the subject(s) you tutor.

I prefer to work \_\_\_\_\_ hours per week (4 minimum, 10 maximum).

Hour	Mon	Tue	Wed	Thu	Fri
10:00am – 11:00am	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11:00am – 12:00pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12:00pm – 1:00pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CLUB HOURS	<input type="checkbox"/>
1:00pm – 2:00pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
2:00pm – 3:00pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3:00pm – 4:00pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4:00pm – 5:00pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**COURSES:** We need tutors for a range of subjects, including: biology, calculus, chemistry, computer science, economics, engineering, English, FIQWS, foreign languages, math, psychology, physics, and writing. List the courses you would like to tutor and grades earned below (e.g. Math 201 A+):

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**INSTRUCTIONS:** Please answer the questions below. You may use a separate page to type your answers if you prefer.

1. Why would you like to tutor at the Academic Resource Center? What do you hope to gain from the experience?

2. In the subjects you feel qualified to tutor, detail your tutoring and teaching experience:

3. What do you feel are the major difficulties students experience in your subject area?

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## FACULTY/STAFF RECOMMENDATION FORM

Student's Name \_\_\_\_\_ Phone: \_\_\_\_\_

CityMail: \_\_\_\_\_@citymail.cuny.edu Major: \_\_\_\_\_

### TO BE COMPLETED BY FACULTY/STAFF MEMBER

SSSP Academic Resource Tutors are City College students who have an outstanding academic record and are dedicated to assisting fellow students in the learning process. Please complete the form below to recommend a tutor candidate and return to the student in a sealed envelope or by email to [sssp@ccny.cuny.edu](mailto:sssp@ccny.cuny.edu). Please contact Hilary Sortor, Coordinator, at (212) 650-7055 with questions.

How long have you known this student? \_\_\_\_\_

Course(s) you have taught this student: \_\_\_\_\_

Please evaluate this student as compared to other students you have worked with:

	Superior	Excellent	Average	Poor	Cannot Evaluate
knowledge of course content					
dependability					
motivation to help others					
interpersonal skills					
leadership ability					

In the space below (or on an attached sheet of paper) please comment on this student's ability to work as an Academic Resource Center tutor.

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Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

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

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

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**JOB DESCRIPTION:** Tutors play an essential role in the Student Support Services Program by working as peer educators at the Academic Resource Center. Tutors assist students with learning course material by promoting active learning and by incorporating critical thinking and questioning skills in their tutorials. Tutors routinely assess student learning and modify their tutoring techniques accordingly to facilitate student learning. In addition, by modeling the behaviors that lead to student success – including effective time management and study skills – tutors encourage and support the development of these behaviors in SSSP students.

## QUALIFICATIONS:

- completion of 24 or more credits with a GPA of 3.2 or better and a grade of “A-” or better in the course(s) tutored
- ability to be punctual and reliable, and to work 4 - 10 hours per week during the semester
- strong interpersonal, communication, time management, and organizational skills
- ability to serve as a role model for students and teach study skills appropriate to subject matter
- ability to maintain confidentiality
- ability to work well with peers
- completion of a pre-employment interview with the coordinator and all mandatory tutor training

## RESPONSIBILITIES:

- conduct 50-minute tutoring sessions with individual students or small groups as assigned
- teach tutees study skills and direct them to supplemental instructional materials as appropriate
- enter session information into AdvisorTrac by the end of each shift
- arrive promptly for all scheduled sessions and complete all assigned training, reports, and self-evaluations by deadlines
- notify coordinator promptly of any schedule changes, issues or concerns
- maintain competence in subject tutored by reviewing course materials
- meet with coordinator to complete on-the-job training and as needed to discuss sessions
- behave professionally with colleagues and students, including maintaining confidentiality
- check Citymail daily for emails from the SSSP staff and respond promptly
- assist with ARC operations as requested by greeting visitors, logging in student visits, taking messages, visiting classes, and creating handouts

**SUPPORTING MATERIALS:** Please attach the following required information to pages 1 and 2 of this application and return to: Ms. Hilary Sortor, Coordinator, NAC 6/148

- Current resume
- Copy of your unofficial transcript
- Two completed faculty/staff recommendation forms
- English/FIQWS/writing tutors only:** submit a copy of a graded paper of five or more pages that includes your instructor’s comments. The paper should demonstrate your analytical thinking skills and your ability to plan, research, write, and revise an academic paper.
- Foreign language tutors only:** one of your references must be a member of the faculty in the Foreign Languages and Literatures department who can attest to your ability to tutor a student in your target language(s).