



Student Success
Programs

Application Packet For Peer Tutors



Student Success Programs

Apply to be a Cisco College Peer Tutor!

The Cisco College Tutoring Program is currently accepting applications from students interested in becoming peer tutors. This is a paid position which will help sharpen your academic skills, earn you valuable experience, and help open the doors to future opportunities.

We anticipate the Wrangler Tutoring Centers will be open Monday-Thursday at various hours. Tutors will work hours depending on their schedule, tutoring subject, financial aid/work-study/college-pay eligibility, and demand for tutoring services.

Still have questions? Email Lori Grubbs, Director of Student Success Programs at lori.grubbs@cisco.edu or call 254-442-5022.

How do I apply?

Application packets are available at the Student Success Programs offices in the Student Life Building in Cisco or Rm 111 at the Abilene Educational Center. You will also find packets online at www.cisco.edu by clicking on Student Resources then Student Success.

*Packets include:

- Peer Tutor Job Description
- Question & Answer Sheet
- Peer Tutor Application form
- Faculty Recommendation Form(s) from a professor in each of the academic areas you wish to tutor

All packets should be submitted to the Student Success Programs office. All necessary forms must be completed prior to consideration as a tutor.



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Job Description: Peer Tutor

I. Purpose:

Student Success Programs at Cisco College is a department tasked with providing quality support for students in achieving their personal and academic goals. Success Programs includes many functions but none more important to the academic success of students than tutoring services. Peer Tutors at Cisco College serve within the Student Success Programs department and provide academic assistance to students through one-on-one or small group interaction.

II. Requirements:

- * attend orientation and training sessions prior to beginning work
- * attend any and all training sessions regarding discipline specific tutoring during the academic term
- * utilize skills and strategies presented in training and personal knowledge of disciplines being tutored to provide the best assistance possible to students seeking help
- * arrive on time and complete entire shifts as scheduled; any changes to work schedule must be cleared with the Director of Student Success Programs
- * assist in signing students in to the tutoring center as necessary so that tutoring records are accurate.
- * consult the Director of Student Success Programs with any concerns regarding student seeking assistance

III. Qualifications:

- *tutors should have at least a 2.5 GPA when applying to the program and subsequently maintain a 2.5 GPA as a tutor
- *a grade of A (preferred) should have been attained for the course or discipline area for which a student would like to tutor (a grade of B will be considered)
- *recommendations from faculty for the discipline a student wishes to tutor
- *submission of a completed application, including recommendations, to the Director of Student Success Programs is necessary along with a one-on-one interview
- *tutors should be responsible, personable, patient, and kind; understanding that the knowledge they possess in a subject area can make a tremendous difference to the tutee seeking their help.
- *tutors should have strong interpersonal and communication skills and be able to interact with students from a variety of backgrounds and a variety of skill levels

IV. Benefits:

The benefit to the students receiving assistance is clear; however, tutors receive a tremendous benefit that is often overlooked. Experience as a tutor assists in building a resume and provides great leadership opportunities in addition to providing financial resources while attending classes. Being a peer tutor is a win-win job!



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Application Q & A's

- 1. Why become a Cisco College Peer Tutor?** Peer tutors are an invaluable resource to Cisco College students. Provided free of charge through the Student Success Program, tutors help guide tutees toward successful completion of math, English, science, history, speech, computer, and other core classes, while sharing with them skills and strategies that will continue to support their academic future. Becoming a tutor gives you the opportunity to share your knowledge and enthusiasm for education, to gain leadership experience, to earn money while helping others, and to become a part of the Wrangler community.
- 2. Where are the Cisco College Tutoring Centers?** The Wrangler Tutoring Center in Cisco is located in the Manor Library. In Abilene, tutoring is in Room 111 of the Abilene Educational Center. Most tutoring is held in these centers; however, some sessions may be held elsewhere depending upon student need.
- 3. Who is eligible to apply for a peer tutor position?** Any Cisco College student who will be enrolled full time for the academic year, who has skill in a particular academic area, and who wants to gain experience is encouraged to apply! A minimum grade point average of 2.5 is expected of applicants and an A in the course you would like to tutor is expected.
- 4. What qualities do you look for in choosing tutors?** A good candidate has strong study skills and good time management skills (as evidenced by grades, writing samples, recommendations, and a personal interview). A good tutor has strong interpersonal skills. He or she can communicate clearly and effectively and can relate well to others. A good tutor is approachable and friendly and is never "puffed up" about personal knowledge but excited to share that knowledge in order to help others.
- 5. What training do tutors receive?** All tutors receive training for: study skills, tutoring strategies, online tutoring, tutor tracking software, etc. Tutors also receive training related to their subject areas (i.e. students tutoring math receive training from math instructors).

Still have questions?

Email or call Lori Grubbs at lori.grubbs@cisco.edu or 254-442-5022



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Peer Tutor Application

**Please print this application and sign prior to submission. **Please print legibly or type.*

Name: _____ **Date:** _____

Social Security Number: _____ **Phone:** _____

Present Address: _____ **Cell:** _____

_____ **Student ID:** _____

Email: _____ **Class rank:** ___ Freshman ___ Sophomore

Permanent Address: _____

Anticipated College Major: _____

Where will you be attending Cisco College? ___ Cisco ___ Abilene

What subject(s) are you interested in tutoring? (please check all that apply)

___ English ___ Math ___ History ___ Science ___ Government

___ Computer ___ Speech ___ Spanish ___ Social Science ___ Other

Briefly discuss why you are interested in being a tutor. _____

What qualities do you believe you would bring to the tutoring relationship? _____

What academic subject has most frustrated you in the past? Why? _____

I verify that all of the information contained in this application is truthful and that I have read and understood the duties and responsibilities outlined in this position description. Additionally, I authorize Cisco College Student Success Program staff to solicit any pertinent information about my candidacy.

Signature _____
Date



Student Success Programs

Faculty Recommendation Form Peer Tutor Applicant

Dear Faculty Member,

The Student Success Program offers all Cisco College students tutorial assistance in various academic disciplines, as you know. To provide the best possible service to our students, we continually seek out qualified tutors among the student body. As a part of the application process for the tutoring program, students interested in serving in this manner must submit recommendations from professors in the discipline which they are seeking a tutoring position. While we certainly prefer students who have earned an "A" in the courses they are seeking to offer assistance in, we will consider students who have earned a "B" but have demonstrated a true understanding of the material. Please include as much information as you believe to be appropriate about this applicant. Your time and consideration of this student is greatly appreciated. If you have any questions or would like to discuss this applicant further, please do not hesitate to contact me.

Thank you,

Lori Grubbs,

Director of Student Success Programs

Applicant's Name: _____

Courses in which you instructed the applicant and the grades they received:

How complete is this student's knowledge of the course material?

Excellent Good Adequate Inadequate not observed

How well would you rate this applicant's ability to clearly explain concepts to others?

Excellent Good Adequate Inadequate not observed

How would you rank this applicant?

Must hire, will be an asset Hire Hire, if necessary Do not hire

If you recommend this applicant, please list which courses you believe he/she would be competent to tutor.

Additional Comments:

Signature: _____

Date: _____