PEER TUTOR
JOB DESCRIPTION

Summary

The Community of Scholars (COS) program provides academic, social, and cultural support to first generation college, low income, and students with special needs. A peer tutor provides program participants with academic support assistance. The peer tutor is trained and matched with participants to provide assistance through one-on-one instruction or group tutoring.

Qualifications

- A minimum GPA of 3.0
- Achieve a “B” or above in the class/classes being tutored
- Organized, self-motivated, dependable
- Excellent interpersonal and communication skills
- Ability to interact with diverse population

Responsibilities

- Attend Peer Tutor Training at the beginning of each semester
- Meet with tutee as scheduled and submit detailed record of tutor/tutee activities
- Meet with Director as scheduled for updates
- Submit a biweekly time sheet
- Attend additional Peer Tutor Training sessions as scheduled

Application

Please submit an application, three recommendations and a copy of your unofficial transcript to Ms. Paulette Forbes-Igharo, Director, Community of Scholars, F107, PO Box 195 Pomona, NJ 08240.
TUTOR APPLICATION

Semester applying to tutor: 

Personal Information

Name ___________________________ Z # ___________________________

Current/Campus Address ___________________________________________

City, State, Zip __________________________________________________

Phone: Current ( ) ___________ Cell ( ) ___________ Permanent ( ) ___________

Permanent Address ________________________________________________

City, State, Zip __________________________________________________

E-Mail Address (PLEASE PRINT) ______________________________________

Gender: __ Male __ Female __________________________

Class Standing: __ Freshman (less than 32 credits) __ Junior (64-95 credits)

Sophomore (32-63 credits) __ Senior (more than 95 credits)

Anticipated date of graduation (semester & year) ________________________

During the semester I can work between _____ - _____ hours per week.

I am available during the semester for meetings/ training sessions:

Day: ________________ Time: ________________

______________ ________________

______________ ________________

Please complete reverse side and return to F-107. →
Are you currently employed? (please circle): On-campus Off-campus
If on-campus, where? Hours per week? ____________
Do you receive work-study? ____________
Are you an international student? ____________

Yes No

Yes No

Are you a Community of Scholars participant. ____________
If yes, indicate the semester AND year that you became a participant. ________

How did you hear about the Community of Scholars tutoring program?

Please attach a copy of your unofficial transcript and highlight those courses that you wish to tutor. It is required that you complete these courses with a “B” or better and maintain a minimum 3.0 cumulative GPA. From the courses that you highlighted, please name below at least three professors that you would like COS to contact to serve as references for you.

Course Name (be specific) Semester Professor’s Name/ Department Reference

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<th>Course Name</th>
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<th>Professor’s Name</th>
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General Information

Please provide the name, address, and phone number of someone who will always know how to reach you:

Name ___________________ Phone (____ ) ___________________

Address ___________________ City, State, Zip ___________________

By signing below I give COS office and staff permission to contact the professors mentioned above regarding my coursework. If selected to be a Peer Tutor, I agree to attend the Community of Scholars Peer Tutoring Training. I certify that the information I have provided on this application is true and correct to the best of my knowledge.

Signature ___________________ Date _______________

FOR OFFICIAL USE ONLY (requires initials and date of full-time COS staff member)

Meets GPA requirements ______ Does not have a job on campus ______
Received all reference forms ______ Approved to work 2 departments ______
Submit payroll paperwork ______ Attended tutor training ______