

# PEER TUTOR APPLICATION

Peer Tutoring Services  
Prah! College Center PCC-2280  
(810) 762-0399  
email: learning.center@mcc.edu  
**Please Print Clearly**

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

Address \_\_\_\_\_  
(street) (city) (state) (zip)

Phone Number \_\_\_\_\_ Cell Number \_\_\_\_\_ Student ID #: \_\_\_\_\_

Classification: Freshman \_\_\_\_\_ sophomore \_\_\_\_\_

Cumulative GPA: \_\_\_\_\_ Major \_\_\_\_\_ Graduation date: \_\_\_\_\_

Have you ever been employed at MCC? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you been at MCC for at least one semester? Yes \_\_\_\_\_ No \_\_\_\_\_

**APPLICATION PACKET MATERIALS: (you must turn in all items)**

- \_\_\_\_\_ Application
- \_\_\_\_\_ Unofficial Transcript (can be retrieved off the MCC Web Advisor)
- \_\_\_\_\_ Instructor signature card (can be pick up in the Learning Center Office)

**References (Professional References only)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Anticipated involvement in other activities or jobs**

\_\_\_\_\_

How did you hear about this position? Please circle

- Flyer/Posters
- Faculty member
- Announcement in class
- Email
- TV Monitors
- Peer tutor

**PEER TUTOR APPLICATION**  
**Part Two**

1. **Work Experience.** Please list all formal and informal tutoring and other related work experience. Please attach additional pages if necessary.

Dates	Position/Description of Duties	Supervisor's name and phone

2. Why are you interested in becoming a tutor? What do you hope to learn?
3. In your opinion, what was the hardest aspect of learning the subject you wish to tutor?
4. What skills would you like to develop further in order to be a better tutor?

My signature below certifies that the information contained in this application is correct to the best of my knowledge.

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Signature

Date

# MOTT COMMUNITY COLLEGE POSITION DESCRIPTION

**Position Title:** Peer Tutor

**Division/Dept:** Learning Center

## **General Summary:**

Provide learning assistance for those students who are attending classes regularly. Assist the staff in making the Learning Center a positive, comfortable and professional learning environment.

## **Organizational Relationship:**

This position reports to the Peer Tutor Coordinator and is under the direction of the Learning Center Director.

## **Essential Duties and Responsibilities:**

- Determine the needs of students who request assistance with their course contents and develop an effective tutorial plan.
- Tutor students either one-on-one or in a small group setting utilizing good tutorial techniques.
- Share information on entry level and advance study techniques to students as needed.
- Daily completed paperwork related to position: time sheets, tracking forms, daily-reporting sheets etc.
- Attend training workshop sessions and meetings schedule by the Peer Tutor Coordinator.

## **Specifications and Requirements:**

- Must be a registered Mott Community College student within the semester applying.
- Recommendation required by MCC instructor or dean in every course assigned to tutor.
- Must have a cumulative GPA of 2.5 or better and a 3.0 or higher in the course assigned to tutor.
- High school diploma or GED required.

Must be professional, cordial and possess the ability to be friendly in order to make students feel comfortable.

## **Working Conditions:**

Part-time 19 hours or less per week during the semester.