

PEER TUTOR APPLICATION

Peer Tutoring Services
Prah! College Center 2280
(810) 232-4697
email: peer.tutoring@mcc.edu

Name _____
Last First Middle Initial

Address _____
(street) (city) (state) (zip)

Phone Number _____ Cell Number _____ Student ID #: _____

Email _____

Cumulative GPA: _____ Major _____ Expected Graduation date: _____

How many credits are you taking this semester? _____

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

Have you ever been employed at MCC? Yes _____ No _____

Are you employed elsewhere? Yes _____ No _____

If so: How many hours per week _____ Where _____

References (Academic References only)

Anticipated involvement in other activities

How did you hear about this position? Please circle

Flyer/Posters

Faculty member

Announcement in class

Email

TV Monitors

Peer tutor

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

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

Why do you think you would be a good tutor?

How would you establish a relationship with your students? What could you do to put them at ease?

What do you anticipate will challenge you as a tutor?

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

Signature

Date

MOTT COMMUNITY COLLEGE POSITION DESCRIPTION

Position Title: Peer Tutor

Division/Dept: Academic Affairs

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 Academic Affairs.

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.
- Must have a cumulative GPA of 2.5 or better and a 3.0 or higher in the course assigned to tutor.
- Must be professional, cordial and possess the ability to be friendly in order to make students feel comfortable.
- High school diploma or GED required.

Working Conditions:

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