



Peer Tutor Application – 2020-2021

As a potential new tutor, you must be wondering exactly what will be expected of you. In the broadest sense, a tutor's job is to help fellow students understand what you have already succeeded in learning, using your previous classroom and academic experiences as a foundation. This is a learning experience for both tutor and student, as both individuals discover different ways of problem solving through collaboration.

What is a Tutor? A Tutor is...

- a coach
- a resource
- a peer
- a helping hand
- a friend
- a team player
- supportive
- encouraging
- not judgmental
- knowledgeable

Peer tutors are important individuals who help develop positive learning strategies in Jacksonville University students while sharpening their own academic skills. Each year we hire tutors to make sure the Academic Support Center offers tutoring in the major subject areas. Tutors range from sophomores to seniors, and provide content-specific and learning strategy assistance to their fellow classmates. Excellent knowledge of the course material is vital, as you will be helping others understand what you already know.

The ASC works to help students reach their academic potential by providing support and guidance for subject areas in which the student hopes to improve. The core value of the ASC is the notion that we are helping students become stronger, more self-reliant, and more confident in their academic endeavors.

Being a tutor provides some great opportunities. We offer both federal work-study and non-work study positions, and all peer tutor positions are paid positions. As a tutor you will be trained in tutoring strategies that align with international certification standards set forth by the College Reading and Learning Association. The ASC tutors become a tight community of peers, who not only work together but also have a lot of fun together.

Still reading? Great! Continue for more information about the qualities and responsibilities of an ASC Tutor.

Qualifications:

- Confidence in and strong knowledge of your subject matter
- Ability and/or desire to enter into a tutor/tutee relationship
- Punctuality, generosity, flexibility, personal organization
- Being a successful and happy student
- Must have a "B+" or better in the courses you wish to tutor
- Minimum cumulative GPA of 3.2

Responsibilities:

- Being punctual and prepared to meet with students for 45-minute long appointments
- Conducting tutoring sessions where the student is actively participating in the process
- Sharing your own successful learning skills
- Creating a safe and friendly atmosphere
- Keeping updated and accurate records for each tutoring session
- Assisting in administrative tasks related to the Academic Support Center

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- Conducting oneself with appropriate professionalism as an employee of the ASC and JU
- Maintaining confidentiality regarding students' sessions at the ASC
- Attending all tutor training sessions and ASC staff meetings
- Familiarizing yourself with all ASC policies, philosophy, and available resources
- Checking your e-mail regularly and replying to correspondence in a timely manner

Required Application Materials (ALL Must Be Submitted):

- Completed Application
- Personal Statement
- Unofficial Transcript (printed from MyJU)
- TWO** completed **Faculty** Reference Forms
 - Please request that the faculty members return the form by email or through campus mail to the ASC (addressed to Marissa Loon); they can also bring them to the ASC directly.
 - These should be completed by faculty members who can speak to your abilities in the subject area(s) for which you want to tutor.

Important Dates – All are MANDATORY:

March 5	Applications Due to Marissa Loon, Associate Director of Academic Support
March 2 – 6	Interview Sign-Ups (Notified by E-mail)
March 16 – 27	Individual Interviews (By Appointment)
March 31	Tentative Notification of 2019-2020 Tutors (Notified by E-mail)
Week of April 13	All-Staff Meeting

NOTE: Only COMPLETE applications will be accepted. Please make sure you submit all of the above required application materials *together* as one application. Incomplete applications will not be considered for an interview.

Any questions or concerns about your application (before or after submission) should be directed to Marissa Loon, Associate Director of Academic Support. You can contact Marissa at 904-256-7680 or by email at mloon@ju.edu.

Applications should be returned to:

(by email, interoffice mail, or in person)

Marissa Loon, Associate Director of Academic Support
Swisher Library, Room 308
mloon@ju.edu

Due no later than March 5