



Peer Tutor Job Description Academic Success Center & Math Lab

Qualifications

1. Be a currently enrolled Goodwin College student, undergraduate or graduate.
2. Have a minimum 3.0 cumulative GPA.
3. Demonstrate excellent comprehension of tutored subject
4. Possess a genuine desire to help others.
5. Must be outgoing and have a friendly and positive attitude
6. Willingness to assist students, faculty and staff
7. Work well in close contact with people of all ages.
8. Utilize refined communication and listening skills
9. **Submit with application completed Faculty Recommendation Form from a professor within your tutored subject.**

Major functions or responsibilities of a peer tutor

10. Be a currently enrolled Goodwin College student, undergraduate or graduate.
11. Meet with students on a one-to-one or group setting to tutor a specific subject(s)
12. Be prepared and on time for all scheduled hours
13. Maintain confidentiality of records and contacts
14. Consult with Coordinator immediately when there is a problem.
15. Check student email regularly for any communications regarding the Academic Success Center.
16. Keep record of students' performance and visitations to the ASC and Math Lab
17. Maintain administrative duties if necessary:
 - Greet and schedule student appointments
 - Answer telephone messages and inquiries
 - Maintain student and other ASC and Math Lab records
 - Assist students and peer-tutors with materials, equipment, schedules, programs and procedures.
 - Assist in seminars or workshops
18. Maintain a professional attitude towards the job and students.
19. Attend staff meetings and training sessions designed to reinforce skills and enhance knowledge.

Do not turn this page in.



Peer-Tutor Application Form
Academic Success Center & Math Lab
860.913.2090

http://www.goodwin.edu/Academic_Success_Center/

Name: _____ Date: _____

Student I.D. #: _____ Date of Birth: _____

Current Address: _____

Permanent Address: _____

Telephone #: _____ Other Phone #: _____

E-Mail/s: _____@student.goodwin.edu; _____

Other email: _____

Academic Classification: FR / SO / JR / SR / GR Major: _____

Name of professors who will send references (2 required forms attached):

Courses to be tutored: _____

Cumulative GPA: _____ GPA in your major: _____



Times available for tutoring, based on next semester's course schedule (am/pm):

Mon. _____ / _____

Thur. _____ / _____

Tue. _____ / _____

Fri. _____ / _____

Wed. _____ / _____

Sat. _____ / _____

Provide a brief character sketch of yourself in the space below and discuss why you would like to become a Peer Tutor and what qualities and skills you possess for this role.

***Along with this application include a copy of your transcript and two letters of recommendation from professors in subject area. Letters of recommendation need not accompany your application. Professors can deliver letters of recommendation to the Academic Success Center or email them directly to the Coordinator of the Academic Success Center.**

Applicant's signature _____

Date _____



Faculty Recommendation Form for Peer Tutor
Learning Assistance Center

Prospective Tutor: _____

Subject(s) to be tutored: _____

On the scale provided, circle the number that best rates the student:

High 5 4 3 2 1 Low

Leave blank any statement you feel unable to judge.

- | | | | | | |
|---|---|---|---|---|---|
| 1. Student demonstrates exceptional knowledge of the subject. | 5 | 4 | 3 | 2 | 1 |
| 2. Student is punctual with assignments and attended class regularly. | 5 | 4 | 3 | 2 | 1 |
| 3. Student communicates effectively with instructor and peers. | 5 | 4 | 3 | 2 | 1 |
| 4. Student demonstrates personal integrity. | 5 | 4 | 3 | 2 | 1 |
| 5. Student is motivated to do well in his/her studies. | 5 | 4 | 3 | 2 | 1 |
| 6. Student is sensitive to the needs of others. | 5 | 4 | 3 | 2 | 1 |
| 7. Student displays leadership qualities (ability to inspire others) | 5 | 4 | 3 | 2 | 1 |

COMMENTS: Your specific and descriptive comments on this student are strongly encouraged. Faculty involvement in selecting tutors is essential to the success of the Academic Success Center and Math Lab. Thank you for your support.

Signed: _____ Date: _____

Please Print Name: _____ Department: _____

(Please return back directly to Academic Success Coordinator or provide it to candidate in sealed envelope)