

INSTRUCTIONS: Fill in the blanks as completely as possible. Then choose “**Save as**” from the Microsoft Office button, naming the document “Peer Tutor Application.” Compose an email to rdgstudyskillsctr@ysu.edu and put “Peer Tutor Application” in the Subject Line. Attach the saved document (and any additional pages) to the email, then send. **If your completed application has been submitted by the stated deadline, your appointment will be confirmed by email or phone.**



INTERVIEW INFORMATION

**THE DEADLINE FOR SUBMITTING APPLICATIONS IS
FRIDAY, APRIL 1, 2013 (including the Recommendation Form).**

RECOMMENDATION FORM:

To the applicant: Please print a copy of the Recommendation Form (found on the next page), read and complete the waiver box, then ask one YSU faculty or staff **OR** one current/previous employer to complete the remainder of the form and return.

INTERVIEW DAYS/TIMES (You will be involved in the group interview process for the entire 2 hours). Please select 1st choice, 2nd choice or not available (N/A) for **both** dates.

Wednesday, April 10, 2013 from 11:00 a.m. – 1:00 p.m.

Friday, April 12, 2013 from 2:00 p.m. - 4:00 p.m.

***NOTE: YOU MUST RECEIVE CONFIRMATION OF YOUR
INTERVIEW DAY/TIME FROM R&S CENTER STAFF
IN ORDER TO BE PART OF THE INTERVIEW PROCESS.***

Once your interview has been confirmed, take note of the following:

- On the day of your appointment, come to Room 154 Maag Library (lower level).
- To complete hiring information, **bring** with you **a pen** and:
 - (1) appropriate documents for completion of the Employment Eligibility Verification Form I-9 see http://web.ysu.edu/gen/ysu/Student_Employment_Forms_m751.html and Refer to “Additional Supporting Documents, Employment Eligibility Verification, page 5 – Lists of Acceptable Documents.” From the “Lists of Acceptable Documents,” bring
 - ➡ **one document from LIST A -- OR --**
 - one document from LIST B -- AND -- one document from LIST C**
 - (2) **a voided check OR your savings/credit union account number and routing number typed on bank/credit union letterhead** to be used for direct deposit
- You will be asked to participate in mandatory on-line and on-campus paid trainings late Summer and between Summer and Fall semesters. Details available at interviews.
- The phone number for the R&S Center is 330-941-3099; please feel free to call with questions.

Reading & Study Skills Center

RECOMMENDATION FORM

To the applicant: Please print a copy of the Recommendation Form, read and complete the waiver box below, then ask one YSU faculty or staff **OR** one current/previous employer to complete the remainder of this form and return.

Applicant's Waiver of Right of Access to Confidential Statement: I, _____, (print full name) have applied to be a **Peer Tutor** in the Reading & Study Skills Center at Youngstown State University and have provided your name as a reference. Your appraisal of my qualifications for this position is greatly appreciated. In accordance with the Family Educational Rights and Privacy Act of 1974, I have indicated below whether or not I have waived my right to have access to this reference.

Please check one of the following:

____ I waive my right of access to this reference. ____ I do not waive my right of access to this reference.

Applicant's Signature: _____ Date: _____

To the person recommending this applicant: _____ (applicant's **printed** name) is applying to be a **Peer Tutor** in the **Reading and Study Skills Center** at Y.S.U. A Peer Tutor assists small groups of primarily first-year students in applying effective college study strategies taught in their Reading and Study Skills courses. Tutors *must* possess excellent communication skills and enjoy working with people in small groups. The role of the Peer Tutor is to implement a lesson plan designed by course instructors each week based on material covered during the paid training. Peer Tutors may also train to facilitate a Computer-Aided Instruction lab. The Peer Tutor does not tutor a subject area, for instance Chemistry, but instead helps a student learn study skills for the various content areas based on their learning styles and their instructors' teaching styles.

A Peer Tutor must:

- ◆ be at least a sophomore with a GPA of 3.0 or above
- ◆ maintain full-time student status
- ◆ work 4-20 hours per week in the Reading and Study Skills Center
- ◆ be available to work some evening hours and/or at the Metro College site (Boardman)
- ◆ establish and maintain a YSU e-mail account (basic computer skill is a plus, but not necessary)
- ◆ participate in mandatory on-line and on-campus paid trainings late Summer and between Summer and Fall semesters.

1. **How long, and in what capacity, have you been acquainted with the applicant?**
2. **How would you rank the applicant compared to other students at the same academic level as the applicant in the following characteristics?**

	Outstanding	Above Average	Average	Below Average	Don't know
General intelligence					
Study habits					
Maturity and emotional stability					
Ability to accept and follow directions					
Reliability and flexibility					
Ability to communicate with others					
Initiative and enthusiasm					
Acceptance of difference					

3. **Please comment on the applicant's overall ability to and motivation to complete the tasks of a Peer Tutor in the Reading and Study Skills Center as described above.**

Recommender's Signature:

Name printed:

Title or Position:

Date:

Please return completed form to: **Dr. Karen Becker, Coordinator, R&SS Center, 154 Maag, YSU, Youngstown, OH 44555, by Friday, April 1, 2013.**

DATE _____

**READING AND STUDY SKILLS CENTER
APPLICATION FOR PEER TUTOR**

*NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

*PHONE # _____^{select} type: _____ ALTERNATE PHONE _____ type: _____

*YSU E-MAIL _____@student.ysu.edu ALTERNATE EMAIL _____

BANNER ID# _____ *BIRTHDATE _____
Y00 _____
**only month & day are included in staff roster*

*MAJOR _____ COLLEGE (e.g. HHS,BCOE) _____

TOTAL Y.S.U. HOURS COMPLETED _____ G.P.A. _____

*CLASS STATUS AS OF FALL SEMESTER (select one): _____

***NOTE:** To enable tutors and instructors to contact each other during the semester, the R&SS Center creates a Staff Roster which includes the above items indicated by an asterisk (*). If you have concerns about confidentiality, please indicate below the items you would like omitted from the roster.

List classes you have or plan to register for in the Fall (Suggestion: copy & paste your **Student Summary Schedule** from Banner in the space below **OR** type in the requested information)

Course Credit Hrs. Class Day and Time



List extracurricular activities and organizations in which you have participated during the last two (2) years and estimate the number of hours weekly you have devoted to them.

Activity

Hrs. Weekly

List extracurricular activities and organizations that you plan to participate in next year and estimate the number of hours weekly you expect to commit to them.

Activity

Hrs. Weekly

List the summer jobs, part-time work and volunteer work which relate to your ability to fulfill the role of Peer Tutor.

Please answer the following questions in the space provided:

A. What do you think qualifies you to be a Peer Tutor?

B. What contributions can you make to the program?

C. What difficulties do you foresee for yourself as a Peer Tutor?

D. Briefly describe your strengths and weaknesses as a college student.

RECOMMENDATIONS:

- 1) In the spaces below, list two (2) people whom you feel you know well enough to comment on your strengths and weaknesses as a candidate for a Peer Tutor position. Please include your association with them (ex. employer, pastor, academic advisor), and their contact information.
- 2) **It is your responsibility to** make sure the Recommendation Form is returned to the R&SS Center as indicated at the bottom of the form. **Deadline is Friday, April 1, 2013.**

	<u>Name</u>	<u>Association</u>	<u>Phone or E-mail Address</u>
1.	_____	_____	_____
2.	_____	_____	_____

IF YOU HAVE ANY OTHER COMMENTS AS TO YOUR CAPABILITY AS A PEER TUTOR, PLEASE INCLUDE AN ADDITIONAL SHEET OF PAPER. (Include your name at the top.)