



MULTICULTURAL SERVICES TEXAS A & M UNIVERSITY

DIVISION OF STUDENT AFFAIRS

Peer Tutor Position Description

Spring 2016

Department

The Department of Multicultural Services functions include: (1) enriching the student experience in transition, adaptation and graduation from Texas A&M University, and (2) supporting University efforts to educate and foster a truly multicultural environment.

Through several programs targeting the needs and interests of multicultural groups, the Department of Multicultural Services provides advocacy, mentoring, academic support, diversity education, and the enhancement of life skills.

Tutoring Program

The Tutoring Program is a free tutorial service provided by the Department of Multicultural Services. The program bridges the gap between student performance and academic expectations for students having academic difficulty. The mission of the Tutoring Program is to facilitate student academic success by providing personalized academic assistance and course-specific peer tutoring to assist students in the development of study skills essential to success in coursework. Tutoring assistance is offered for homework assignments, class work, as well as mid-term and final examinations.

Hours of Operation

Tutoring services are available four days a week - Sunday through Wednesday; 4:00 - 8:00pm, beginning the third week of the Fall semester and the second week in the Spring semester.

Position

The roles of the Peer Tutor include:

- Assisting students in the application of skills acquired in class.
- Providing support and individualized approaches to learning.
- Leading one-on-one and/or group weekly tutoring sessions.
- Participating in tutoring training as scheduled.
- Assisting in the development of materials to aid students in independent learning.
- Maintaining professionalism, promoting use of services and acting as role models.
- Keeping accurate record of hours worked, students tutored and student progress.
- Reporting to Program Administrator any issues associated with tutoring.

Qualifications/Salary/Benefits

- Current Texas A&M undergraduate students, in good academic standing.
- Completed at least two semesters at Texas A&M and received at least an "A" in one or more of the following Texas A&M courses (while at Texas A&M); BIOL111, BIOL112, CHEM 101, CHEM 102, CHEM 107, CHEM 227, MATH 131, MATH 150, MATH 141, MATH 142, MATH 151, MATH 152, MATH 166, PHYS 201, PHYS 208 and PHYS 218.
- Grade Point Ratio of at least 3.0.
- Salary – \$8.50 an hour.
- 9-12 hours per week for 11 weeks in the Spring.
- Applicants must agree to a one-semester contract.

Requirements

- Approachability, welcoming, and friendly.
- Demonstrate effective verbal and written communication skills.
- Familiarity with various successful teaching and learning techniques.
- Ability to produce a valid driver's license and social security card upon request.
- Attend all mandatory workshops and events.

Training

- Department of Multicultural Services Orientation/Training.

Contact Theresa Survillion with questions or to request an application at (979) 862-2000 or tsurvillion@tamu.edu.

PEER TUTOR APPLICATION

Please print in dark ink or type

DATE:

PERSONAL DATA

First Name:

Last Name:

Local Address:

Classification: ☐ U2 ☐ U3 ☐ U4

Anticipated Graduation:

UIN:

GPR:

Local Phone:

Other Phone:

AVAILABILITY

CHECK AVAILABILITY (*check all that apply*):

☐ Sunday 4:00pm-8:00pm

☐ Tuesday 4:00pm-8:00pm

☐ Monday 4:00pm-8:00pm

☐ Wednesday 4:00pm-8:00pm

ACADEMIC INFORMATION

Academic College:

Major:

COURSE APPLYING TO TUTOR (Check 1 or more **ONLY** if received an "A" while at Texas A&M)

☐ BIOL 111

☐ MATH 131 or 150

☐ PHYS 201

☐ BIOL 112

☐ MATH 141

☐ PHYS 208

☐ CHEM 101

☐ MATH 142

☐ PHYS 218

☐ CHEM 102

☐ MATH 151

☐ CHEM 107

☐ MATH 152

☐ CHEM 227

☐ MATH 166

ADDITIONAL INFORMATION

REFERENCES

LIST TWO LOCAL REFERENCES (*Please do not list relatives*)

Name:

Phone:

Relationship:

Years Acquainted:

Name:

Phone:

Relationship:

Years Acquainted:

EMERGENCY CONTACT

Name:

Phone:

Relationship:

ACKNOWLEDGEMENT & VERIFICATION

My signature indicates I have provided correct information to the best of my knowledge. If hired I agree to abide by the policies, rules, and regulations of Texas A&M University and the Department of Multicultural Services. I am aware tutors must maintain a 3.0 GPR while employed with the Department of Multicultural Services.

SIGNATURE: _____

DATE: _____

An Affirmative Action/Equal Opportunity Employer committed to excellence through diversity. Texas A&M University particularly invites applications from minorities, women, veterans and persons with disabilities.

FOR DEPARTMENT USE ONLY

Date Received: _____

Interviewer Initials: _____

Comments: _____
