



I Want to Be a Peer Tutor!

SLC's Tutoring Center hires peer tutors throughout the semester as they are needed. The majority of hiring, though, is done before and right at the beginning of the semester. **Positions are competitive, and not all those who apply are contacted for an interview.**

Qualifications:

Applicants must have

- completed each course with at least a B+ in each class s/he wishes to tutor
- *only after receiving an appointment for an interview*, the applicant should request a recommendation from one professor in each department for which the applicant wishes to tutor (e.g., if the tutor wants to tutor three literature courses, two Spanish courses, and a math course, the applicant needs only three references – one English, one Spanish and one math faculty reference). More information about recommendations below.
- the **patience, enthusiasm, and desire** to assist others
- the ability to communicate ideas clearly
- the ability to act professionally and ethically in the tutoring interaction
- the time and dedication to fulfill the responsibilities of the position throughout the whole semester.

To Apply:

- Sign on to <https://tracktion.oneonta.edu>
- Choose "I Want to Be a Peer Tutor" under "Tutor Services"
- Be sure to fill out ALL screens
 - There are two types of tutoring, appointment-based and drop-in based. The majority of our tutors tutor by appointment. (Drop-in positions are usually filled before the semester begins.)
 - If you are applying to be an **appointment-based** tutor, provide us with a **maximum number of hours** you wish to work and a schedule of all the times you are free to work. (This information is entered on the first page of the application where it says "How many HOURS do you want to work?")
 - On the next screen, you will choose which courses you wish to tutor. See below under "Tips and Information" for information on which courses you might want to list.
 - On the following screen, you'll fill in your **schedule** for the semester. (First read, then close the pop-up example.)
 - Please note that if you give us a schedule with 20 hours open on it, you could potentially receive an appointment during any of the hours that are left open. However, you will not receive more appointments than the maximum number of hours you set. So if you leave 20 hours open but you only want to work three hours, you won't get more than three appointments. Please leave as many spaces available in your schedule as possible to maximize the likelihood that we can match you with a tutee.
 - Request references only after you have been contacted for an interview.

More on back

- When asking a professor for a reference, please let the faculty member know that
 - a **simple email** expressing support will suffice – no formal letter is required
 - they can email recommendations to Amy.Crouse-Powers@oneonta.edu.
- If you were asked to apply because a faculty member already recommended you, you don't need to ask for another recommendation from that faculty member or from anyone in her/his department.
- We will keep your application on file until we need someone who can tutor one or more of the courses you have listed on your application.
- We are always working on a fast turn-around schedule based on requests we receive from students, so you may be asked to come in for an interview on very short notice.
- Please understand that due to the large volume of applications we receive, we are simply unable to contact all those who apply. If you have entered information on all screens of the application, rest assured that we have received your application. Incomplete applications are not considered.

TIPS and INFORMATION

- We provide tutoring for many (not all) 100- and 200-level courses. We have two peer tutoring delivery models for course content: appointment-based and drop-in based.
 - **Drop-in tutoring** is provided for several very specific courses, such as Chemistry, Economics, and Physics. Drop-in tutoring is very flexible in that the tutors simply work with whoever shows up for tutoring during the posted hours. (See the SLC website for details.)
 - **Appointment-based tutoring** is provided for some courses for which we do not offer drop-in tutoring. For appointment-based tutoring, the tutee is expected to come to see their appointed tutor at the same time every week. It's less flexible, but the tutee potentially receives more individualized attention.
- The more courses you can tutor, the more likely it is that you will be hired as an **appointment-based tutor**. Look through the courses you have taken here at SUNY Oneonta on your Degree Works, and think about whether *you remember enough* to help another student comprehend the information. List all the courses you *really* feel comfortable tutoring. Just because you received an A in a course doesn't mean you should tutor it. Choose carefully.
- If you are chosen to be interviewed and hired, you will be required to complete two hours of training before you may begin to work as a tutor. An additional six hours of training is required after tutors begin working.
- Drop-in tutors are hired before the semester begins and are usually chosen from among those who are experienced in appointment-based tutoring. They are *typically* majors in the subjects they're tutoring.
- **Appointments** are typically set up for SMALL GROUPS of one to three tutees to work with one tutor simultaneously.
- The Tutoring Center cannot guarantee a minimum number of hours of employment for **appointment-based tutors**, as tutoring assignments are subject to demand. Tutors often work only one or two hours per week. Except for a small number of tutors who can cover specific courses that are in large demand or who serve as drop-in tutors, tutors should not depend on a tutoring job to provide a large number of hours of employment. In other words, don't quit your day job if you're hired as a tutor. ☺
- Also, we sometimes hire a tutor and their tutee cancels the appointment after a few visits. We have no control over tutees' decisions to discontinue tutoring.
- New employees must complete an I-9 form before being permitted to work. **To complete the form, you will need to show your photo ID and ORIGINAL social security card, birth certificate or passport if you have never had a temp service or work-study position on campus before.**