



## 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 due to the heavy volume of applications we receive.**

### Applicants must have (or be able to obtain):

- ALREADY completed each course with at least a B+ in each class s/he wishes to tutor
- no academic integrity violations on file with the Office of Community Standards
- the patience and desire to assist others
- the ability to communicate ideas well
- 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
- the **original** documentation (social security card, passport, or birth certificate) to complete paperwork with Student Employment Services in a timely fashion.

If a faculty recommendation is needed, you will be notified at your interview. Please do not request recommendations before your interview.

### 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
  - Indicate the **maximum number of appointments** 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 APPOINTMENTS do you want per week not counting drop-in hours?") Preference will be given to applicants who can tutor at least 3 hours/week.
  - On the next screen, choose which courses you wish to tutor. See below under "Tips and Information" for information on which courses you might want to list. Only courses offered in the **current** semester will be visible.
  - On the following screen, you'll fill in your **schedule** for the semester. Place an X in every box when you are BUSY. An open box means your schedule is open at that time.
  - 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.**

**More on back**

- You will need a recommendation to tutor a course in which you received a B+. (However, you only need one recommendation from a department, so if you earned a B+ in two math courses, you only need one recommendation.) No recommendations are needed for classes in which you earned an A or A-.
  - **Request recommendations only after you have been contacted for an interview.**
  - When asking for a recommendation, please let the faculty member know that
    - a simple email from their Oneonta.edu address expressing support will suffice – no formal letter is required
    - they can email recommendations to [Amy.Crouse-Powers@oneonta.edu](mailto:Amy.Crouse-Powers@oneonta.edu).
- 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 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) 1000- and 2000-level courses.
  - **We work with SMALL-GROUP, appointment-based tutoring.** Tutees are expected to come to see their appointed tutor at the same time every week. Appointments are made in SMALL GROUPS of one tutor and up to three students.
- 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 three hours of paid training before you may begin to work as a tutor. An additional six hours of training is required after tutors begin working. All training is paid time.
- The Tutoring Center cannot guarantee a minimum number of hours of employment for **appointment-based tutors**, as tutoring assignments are subject to demand. Some tutors work only two or three 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 *at Student Employment Services* 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 federal work-study position on campus before.** A copy will NOT satisfy this requirement.