STUDENT EMPLOYMENT POSITION

Source of Funding:         □ Student Help       X Federal Work Study

Department:   Office of Academic Development, Center for Learning and Academic Success

Supervisor:   Jessica Felizardo

Contact Info:  617-217-9450 or jfelizardo@baystate.edu

Position:   peer tutor

Number of Positions:   5

Hours/Week:  varies depending on content area and need   Hourly Rate:  work study wage/hours

Responsibilities: Tutoring students one-on-one and through study groups in a variety of content areas, with a focus on Basic Math, College Algebra, Computers and Writing Skills; Participation in tutor training program.

Tutor Objectives for CLAS in addition to tutoring hours:

• Meet regularly for staff meeting
• Complete all necessary paperwork, including administrative and tutoring
• Participate in Prime Time Open Houses and classroom visits
• Act as a liaison between classroom/instructor/program and CLAS as needed

Skills/Qualifications Sought: Strong interpersonal skills and ability to work with student body diverse in skill sets and needs; Good time management skills; Reliable.

Interested applicants must submit a completed application, Faculty Recommendation Form and a copy of an unofficial, current transcript to be considered for this position.

Apply to:   Jessica Felizardo

Accepting applications until:   ongoing
Bay State College
Center for Learning and Academic Success

PEER TUTOR APPLICATION

Name: ___________________________ Date: ___________________________

Student ID #: __________________  Email: ___________________________

Anticipated Graduation Date: ______ GPA: ___________________________

Home Telephone Number: ___________ Cell Phone #: _________________

Local Mailing Address: _____________________________________________

City/State/Zip ______________________________________________________

Which subject area(s) would you like to tutor?

What are the personal qualities you would bring to your tutoring?

Please describe any previous tutoring, teaching or relevant experience:

Please describe any college coursework completed outside Bay State College:

What days and hours are you available to tutor during this semester?

Are you willing to commit to tutoring for the entire semester?

Please return this application form and Faculty Reference Form to Jessica Felizardo, 31 St. James, CLAS at The Learning Commons.
Bay State College
Center for Learning and Academic Success

FACULTY Recommendation for Peer Tutor

Student Name: ___________________________ Date: ___________________________
Phone Number: ___________________________ Email: ___________________________

Instructor Name: ___________________________
Phone Number: ___________________________ Email: ___________________________

Subject Area(s): ___________________________

Peer tutors are required to be full time registered students at Bay State College in good standing. Additionally, preference will be given to work study students. A faculty recommendation is part of the application process. Some of the traits that may qualify a student to peer tutor are patience, tolerance, creativity, reliability, and depth of interest, as well as high academic performance in the subject area. In the space below, please describe the reasons why you feel the student would be a good peer tutor.

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Please have the recommendation delivered in a sealed envelope to Jessica Felizardo, Director of Academic Development. Feel free to call me at (x 9450) or email me at jfelizardo@baystate.edu.