Tutoring Services Peer Staff Positions

**Job Description:**

**Peer Tutors** will work in their most qualified subject area(s) on a one-to-one basis and in small or large group sessions to help WSU students with their study skills development and comprehension of course material. Tutors are required to help plan, create, and implement marketing strategies to better advertise Tutoring Services to WSU students and assist with other duties assigned by the Tutor Coordinator. Winona Campus tutors are required to enroll in a 1 cr. P/NC training course or complete the training workshops within one year of beginning employment. Most tutors work, on average, 4-8 hours per week. Pay is currently $8.40 per hour, but increases to $8.65 for tutors who earn certification.

**Supplement to Instruction (s2i) Leaders** work individually or in pairs facilitating twice-weekly study sessions for a particular course. The SI leader is paid to attend the lecture and then plans activities to structure the study sessions. Most SI Leaders work 6-8 hours a week, but may increase their hours by tutoring in addition to being an SI Leader. Generally, SI leaders are recruited from a list of outstanding students generated by the faculty teaching the course that is supported by SI.

**Minimum Qualifications:**
Applicants need a cumulative 3.0 GPA or higher with a minimum of 32 credits completed (12 of these credits must have been completed at WSU).
A or B in courses they would like to tutor.
Students must be enrolled with 6 or more credits each semester they tutor.
Applicants need good communication skills and must have the ability to work with students from diverse backgrounds and with varied skill levels.
Applicants must have a completed recommendation form from a faculty member in each subject area you would like to tutor (i.e. Accounting, Economics, Math).

**Returning Applications:** Please return application to Library 220 or send via e-mail to jquandt@winona.edu.

**Questions?** Please direct all inquiries to jquandt@winona.edu

**Application Checklist**

- Completed Application
- A copy of your unofficial transcript (available on web registration system)
- Typed statement addressing motivation/qualifications.
- A completed recommendation form from a faculty member in each department you would like to tutor in (s2i Leaders do not need a form, I will directly contact the faculty member involved)
Application Form

Name: Last ____________________________ First ____________________________

Warrior I.D. # ___________________________ Phone _______________________

E-mail address: _______________________________________

Applying for: (Check all that apply) Tutor (Winona) _____ Tutor (Rochester) _____ s2i Leader _____


Years at WSU  1   2   3   4   5   6+     Completed Credit total ___________

Major(s) __________________________ Minor(s) ____________________________

Subjects/Classes for which you are most qualified to tutor or be an SI Leader :  Example:   Acct. 211 & 212, Psych. 210 & 250, Chem. 212 & 213,

1. ____________________________ 4. ____________________________
2. ____________________________ 5. ____________________________
3. ____________________________ 6. ____________________________

Expected Graduation date _______ Cumulative GPA _____ Credits Now enrolled in ________

Are you currently employed?   Yes    No

If yes, number of hours:  On campus _______ Off campus _______

Are you eligible for Work Study? Yes ___    No ___    Unsure _____

Signature ___________________________ Date __________________

Please attach a typed statement explaining why want to be a Peer Tutor/s2i Leader and why you believe you are qualified for this position.
Faculty Recommendation Form

_________________________ has applied to be a Peer Tutor. This position requires maturity, patience, knowledge, and the ability to share that knowledge with others in a friendly, approachable manner. Please rate the student on the following attributes and feel free to make any additional comments. Any questions or concerns may be directed to Jillian Quandt at ext. 5680 or jquandt@winona.edu

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<th>Average</th>
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Comments:

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___ Recommend without reservation
___ Recommend with reservation
___ Do not recommend

____________________________________  _______________________________  ________________
Name (Please print)                     Department                                     Date

This form may be returned to the student, or sent by inter-campus mail to: Jillian Quandt, Tutoring Services, Library 220