

## Hiring & Recommendation Process

Peer roles in the Academic Success Center involve a deep commitment to helping others succeed. These roles are all peer leadership in their nature. Students must be dependable and responsible team members with the ability to listen, help others, and maintain confidentiality.

- Applicants must have taken the course they apply to tutor with a grade of A or higher and possess a cumulative GPA of 3.0 or higher.
  - GPA is an excellent guideline for the ASC to assess the applicant pool. However, students that meet 1 but not both below requirements are considered based on the faculty recommendation, ability to grow in the position, and attitude towards the role. Often the best peer tutors are those that have surpassed some academic difficulty and in the process learned more about themselves, study and time management skills.
- Ability to communicate with peers on a professional level.
- Excellent written, oral, interpersonal, and leadership skills.
- Ability to meet deadlines in an independent and professional manner.

## Job Descriptions

- **Supplemental Instruction (SI) Leaders** are employed by the Academic Success Center to work with small to large groups of students on a drop-in basis. Students must have successfully completed the course. The SI Leader meets regularly with the course instructor, attends current classes, as needed, and holds instruction sessions in a supportive capacity at least once a week. The SI Leader's primary role is to foster and support student learning.

SI Leaders have a special ability to lead a group of 5 to 50 students. They're expected to engage students and help them learn how to study and understand the information needed to do well. They are not professors or teachers. They're peers who have already completed the class. We look for Supplemental Instruction leaders based on their interpersonal communication skills and leadership qualities, as well as recommendations from professors.

- **Peer Tutors** are responsible for individual to small group (3-5 students) tutoring sessions in the courses they are hired for. Peer tutors provide leadership in tutoring sessions to promote student success. Tutors plan and prepare for tutoring sessions weekly to assist peers with study skills and review course content. Tutors are required to attend trainings on tutoring technique, leadership and communication skills, and personal growth. Taking attendance at sessions and completing notes after tutoring sessions is also required. Peers will work with the Professionals in the Academic Success Center and communicate with Faculty, as needed, to ensure integrity of tutoring sessions.
- **Writing Center Coaches** are students who work 1 on 1 with their peers on a walk-in basis. Writing Coaches work with students to help them develop writing skills and become independent writers. Our Writing Center employs peer tutors who have demonstrated strength in writing and excellent interpersonal skills. Our Writing Coaches do not just critique writing, they teach our students how to better understand the writing process and ultimately become better writers.
- **Study Group Leaders** are hired when there is a need for targeted academic support in a specific course for which we do not already have an established tutor or during a timeframe that takes place outside of the traditional fall and spring semesters. Study Group Leaders are high achieving students who are currently doing well in the course for which support has been requested. They are required to have at least a 3.0 cumulative GPA and have received recommendations from the course instructor. The Study Group Leader typically facilitates course review sessions with groups of 3 to 12 students in a collaborative format to keep everyone on task. They are expected to communicate regularly with the course instructor to ensure the material being reviewed is accurate.

Position	How Students Qualify	How Students Apply	How to Recommend a Student
<b>SI Leader</b>	<ul style="list-style-type: none"> <li>• Applicants must have taken the course they apply to tutor with a grade of A or higher and possess a cumulative GPA of 3.0 or higher. <ul style="list-style-type: none"> <li>○ GPA is an excellent guideline for the ASC to assess the applicant pool. However, students that meet 1 but not both above requirements are considered based on the faculty recommendation, ability to grow in the position, and attitude towards the role. Often the best peer tutors are those that have surpassed some academic difficulty and in the process learned more about themselves, study and time management skills.</li> </ul> </li> <li>• Ability to communicate with peers on a professional level.</li> <li>• Excellent written, oral, interpersonal, and leadership skills.</li> <li>• Ability to meet deadlines in an independent and professional manner.</li> </ul>	<p>Fill out the on-line application from the Academic Success Center webpage. Paper applications can be picked up in the Academic Success Center (upstairs in the Library).</p> <p>Submit application with your resume and 2 Faculty recommendations in the area you apply to tutor.</p>	<p>SI Leaders should be referred to the Academic Success Center's Tutor Coordinator via email, phone or in person. Faculty can also write a brief recommendation on the student's application. Students personally invited by a respected faculty member will often follow through on the recommendation. Faculty recommendations are highly valued during the selection process but the ASC does hold an interview and makes the final hiring decision.</p>
<b>Peer Tutor</b>	Process same as above.	Process same as above.	Process same as above
<b>Study Group Leader</b>	Process same as above.	Process same as above.	<p>Process same as above. NOTE: Students often show interest in the position after they have been personally recommended by the Professor. When a Professor announces in class the need for a study group leader, it can marginalize the student seeking help and not garner effective interest in the position. However, if a student is invited on a personal 1 on 1 basis by a respected faculty member they will often follow through on the recommendation.</p>
<b>Writing Center Coach</b>	Process same as above.	<p>Writing Center Coaches must provide 2 writing samples: an expository piece from class and a personal statement on "why they wish to work in the Writing Center". This is in addition to the above requirements.</p>	<p>Students must have an A in a Writing Intensive Course. The Writing Center Coach is hired in collaboration with Tutor Coordinator and Writing Center Faculty Liaison, otherwise, the recommendation process is the same.</p>