Learning Center Tutor/Peer Mentor Application

Thank you for your interest in becoming a Learning Center Tutor or Peer Mentor. The Learning Center at Clackamas Community College offers a welcoming environment for students to get the academic support they need. The Oregon City tutoring center is located in the Dye Building on the Oregon City campus and offers a variety of computer labs, tutoring, and academic services. It is an open and accessible space, and inspires people to engage in lifetime learning. There is also a Harmony Tutoring Lab located on the third floor of Harmony West. **Currently campus is closed to students, so all tutoring takes place online through WCOnline until further notice.**

Application Requirements:
- ✓ **Application Part A and Part B.** Must be neatly printed or typed.
- ✓ **Resume**. Must be typed.
- ✓ **CCC transcript**. You can provide an unofficial transcript or a printout from myClackamas.

  No letters of recommendation are required, but we will contact instructors listed on application as part of the application screening process. Materials sent via email in Word or PDF preferred but not required. **Incomplete applications will not be considered.**

Email: Application Part A, Application Part B, typed Resume, and unofficial CCC transcript to:
josh.aman@clackamas.edu

Selection Process and Due Dates:
- Your completed application will be accepted through end of day **April 30.**
  Applications will be reviewed and, if selected, you will receive an e-mail to schedule an individual interview. All individual interviews will take place prior to May 21.
- If you are applying for a Peer Mentor position, you will be asked to attend the additional Group Interview. Invitees will be notified by May 24.
- The Group Interview will take place on **May 28** at 10:00am – 12:00pm OR 1:00pm – 3:00pm.
- Applicants who are chosen to be part of the Learning Center Tutoring Team will be notified by 4pm on June 1.
- Upon hiring, a few required steps will need to be taken before beginning in Fall term. Please check your email regularly and complete tasks promptly.
- Required meetings for all tutors:
  - Tutor Fall Term Meeting: Friday, **September 24** from 9:00am – 1:00pm
  - Tutor Professional Training: Fridays, **October 1, 8, 15, 22**, and **29** from 10:00am – 12:00pm

Minimum Qualifications:
- Tutors must be enrolled in at least 6 CCC credits/term.
- Peer Mentors must be enrolled in at least 12 CCC credits/term.
- Preferred 3.25 cumulative GPA.
- Successful demonstration of course competency through the following: An A or B in the course for which he or she is tutoring and a recommendation from faculty teaching the course or from the department chair. Minimum Requirement for the following:
  Writing Peer Mentors: Completed WR 121 or equivalent with an A.
  Math Tutors/Peer Mentors: Completed MTH 111 or equivalent with at least a B (preferably an A).
  Technology Tutors: Completed CS 120 or BA 131 or equivalent with at least a B (preferably an A).

Questions: Contact Josh Aman, josh.aman@clackamas.edu, 503-594-3070

Learning Center Tutor/Peer Mentor
Application Part A

Applicant Information:

Name: [   ]   CCC ID # [   ]

Home Phone: [   ]   Cell Phone (if different): [   ]

CCC Email: [   ]

Cumulative GPA: [   ]   Major: [   ]

Expected Graduation Term: [   ]

Indicate: In which of the following subjects would you like to tutor?

☐ Writing   ☐ Technology   ☐ Accounting

☐ Math   ☐ Science   ☐ Other [   ]

References: Please list **ALL** relevant college level classes you have taken (or are currently taking) for the position for which you are applying (i.e. if you are applying to tutor in technology, list all computer/business/accounting courses; for writing, list all writing or literature courses; for math, list all math courses). If you are currently taking a class this term, list N/A under grade.

Class	Term	Instructor	Grade

Signature: I hereby submit my application and agree that all information is true to the best of my knowledge.

Signature: [   ]   Date: [   ]

(typed name qualifies as signature)

Learning Center Tutor/Peer Mentor
Application Part B

When answering the following questions, please revise and edit your paragraphs to the best of your ability.

1. Why are you interested in becoming a tutor?

2. What skills and/or qualities do you bring to this program?

3. What do you imagine will be the most challenging aspect of this position?