



# 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 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.

## 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.**

**Submit:** Application Part A, Application Part B, typed Resume, and unofficial CCC transcript to

Email (preferable)

[josh.aman@clackamas.edu](mailto:josh.aman@clackamas.edu)

Hand Deliver

Josh Aman

Tutoring Lab Coordinator

Dye 127

Mail

C.C.C. c/o Josh Aman

19600 Molalla Ave

Oregon City, OR 97045

## Selection Process and Due Dates:

- Your completed application will be accepted through **March 23** by 12pm.  
Applications will be reviewed and, if selected, you will receive an e-mail to schedule an individual interview. All individual interviews must take place prior to April 13.
- If you are applying for a Peer Mentor position, you will be asked to attend the additional Group Interview. Invitees will be notified by April 16.  
The Group Interview will take place on **April 20** at 10:00am – 12:00pm OR 1:00pm – 3:00pm.
- Applicants who have successfully completed the interviewing process will take the mandatory Pre-Employment Training Course. Invitees will be notified before 4pm April 27.  
Pre-Employment Training Course dates:  
10:00am – 12:00pm on **May 4, May 11, May 18, May 25, and June 1.**
- Applicants who successfully complete the Pre-Employment Training Course with an A (or in special circumstances a B) will be asked to be part of the Learning Center Tutoring Staff.

## 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.
- 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).  
Preferred 3.25 cumulative GPA.

**Questions:** Contact Josh Aman, [josh.aman@clackamas.edu](mailto:josh.aman@clackamas.edu), 503-594-3070



# Learning Center Tutor/Peer Mentor Application Part A

Application must be neatly printed or typed. Incomplete applications will not be considered.  
Submit completed application to: Josh Aman, [josh.aman@clackamas.edu](mailto:josh.aman@clackamas.edu), Dye 127.

### Applicant Information:

Name:  CCC ID #

Home Phone:  Cell Phone (if different):

CCC Email:

Cumulative GPA:  Major:

Expected Graduation Term:

**Indicate:** For which of the following positions are you applying?

Writing Peer Mentor       Technology Tutor       WET Tutor

Math Peer Mentor       Math Lab Tutor       Science Tutor

ESL/PIE Peer Mentor       Engineering Tutor       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. Technology Tutor list all computer/business/accounting courses; Writing Mentor list all writing or literature courses; Math Tutor or Math Peer Mentor 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)

