



Antelope Valley College
General Tutoring & Supplemental Instruction
Peer Tutor & SI Leader Application

Learning Center
General Tutoring/ Supplemental Instruction
Raquel Trejo
Tutorial Specialist

3041 W Ave K
Lancaster, Ca. 93536
661-722-6300 ext. 6233
E-mail: rtrejo4@avc.edu

Thank you for your interest in becoming a peer tutor or SI leader for the Learning Center's General Tutoring and Supplemental Instruction programs. Please **completely** fill out the attached application. For "Positions applied for," list all subjects in which you are interested in tutoring for General Tutoring, or for SI, list the course and instructor. Attached you will also find a blank "Peer Tutor & SI Leader Semester Schedule." Please fill out your schedule for the upcoming semester leaving all available spaces blank and crossing out all other times. On the last page of the application, you are asked to list two academic references and one personal reference. Each of these people should fill out a "Tutor Applicant Recommendation Form," and either place it in the Learning Center's mailbox or drop it off at the General Tutoring desk in the Learning Center. Please return the application, schedule, and a copy of your unofficial transcript to me as soon as possible. If you have any questions, please feel free to contact me.



Antelope Valley College
General Tutoring & Supplemental Instruction
Peer Tutor & SI Leader Job Description

JOB DESCRIPTION

Under the supervision of the General Tutoring/ Supplemental Instruction Tutorial Specialist, peer tutors and SI leaders will provide one-on-one and small group tutoring during regularly scheduled sessions. During tutorial sessions, tutors will assist tutees in developing study skills by using course content and proper tutorial methodology. Tutors may also assist the tutorial specialist by performing other duties related to the program as assigned.

CHARACTERISTICS

Individuals employed by Antelope Valley College as peer tutors or SI leaders are expected to be competent in the subject matter of the courses they tutor. Likewise, peer tutors and SI leaders are expected to exhibit positive work habits, model good study behavior, and possess the interpersonal skills necessary to tutor. These skills include, but are not limited to, the following: dependability; time management skills; accuracy; responsibility; the ability to take direction; the ability to communicate well with staff, students, and faculty; and a sincere desire to see fellow students succeed.

ESSENTIAL JOB FUNCTIONS

1. Provide tutorial assistance in one-on-one and/or group sessions
2. Refer students to appropriate resources and staff
3. Aid tutees in developing transferable study skills as outlined in the program SLO's
4. Work with Learning Specialists, Tutorial Specialists, and/or a Master/Mentor tutors to continuously improve in tutoring abilities and techniques

ADDITIONAL RESPONSIBILITIES

1. Attend all monthly staff meetings held on Fridays
2. Attend appropriate tutor trainings during the semester
3. Complete ten (10) hours of training as a "Regular Tutor" during the first semester of employment
4. Fill out all required paperwork properly and in a timely manner

MINIMUM QUALIFICATIONS

- * Be enrolled in six (6) units for the duration of employment
- * Maintain a cumulative GPA of 3.0 or higher

EDUCATION AND EXPERIENCE

- * An "A" or "B" in courses assigned to tutor
- * Successful completion of at least one semester of coursework at AVC

APPLICATION REQUIREMENTS

- * A completed General Tutoring Peer Tutor/ SI Leader application
- * 2 academic recommendations (1 from the instructor you took the class with and one from any other instructor)
- * 1 personal recommendation
- * Availability schedule
- * Unofficial transcripts

CONTACT INFORMATION

Raquel Trejo
Tutorial Specialist
661-722-6300 x 6233 or rtrejo4@avc.edu

**Antelope Valley College Learning Center
General Tutoring & Supplemental Instruction
Peer Tutor & SI Leader Application**

Please return this completed application along with a copy of your unofficial transcript and your schedule to Raquel Trejo at the General Tutoring desk in the Learning Center.

Personal data:

Name (print): Last Name First Name MI
Local Address: Street Name and Number City State Zip
Phone Number: () Work/Cell Phone: ()

E-mail: Work Study: Yes No

Are you eighteen (18) years or older? Yes No

Have you ever been convicted of a felony? Yes No If yes, please attach an explanation.
(Conviction will not necessarily disqualify an applicant from employment.)

Position(s) applied for: (Specific subject/ instructor taken/ grade received)

Classification: First year: Second year:
Continuing: AVC graduate:

Number of college credits as of last term:

Major: GPA:

Educational Background:

High School: Name Location
Other College: Name Location

Employment history:

Are you presently working (or planning to work) in another department on campus? Yes No
If yes, list the department(s):

- 1.
- 2.

Previous tutoring or SI experiences: (list subject matter, dates, dept/employer)

- 1.
- 2.
- 3.

Please list any other work experience. (Include place of employment, job title, and dates)

- 1.
- 2.
- 3.

Anticipated involvement in campus/work activities next term (include hobbies, clubs, organizations, part-time employment, etc.)

- 1.
- 2.
- 3.

Honor societies, professional memberships, honors/awards (list membership and offices held)

- 1.
- 2.
- 3.

Please answer the following questions in complete paragraphs.

Why are you interested in this position and why do you feel that you would be a good choice?

What do you perceive as being the responsibilities of peer tutor/ SI leader?

What experiences have you had that would help you as a peer tutor/ SI leader?

Please indicate below references that you have asked to write a recommendation for you.

Academic references:

Name Department

Class(s) you have taken with this instructor Phone

Name Department

Class(s) you have taken with this instructor Phone

Personal Reference:

Name Address

Relationship Phone

Is there any other information that you would like to share?

I hereby attest that all the information stated in this application is truthful and accurate.

Signature

Date

Peer Tutor & SI Leader Semester Schedule

Name _____ Semester _____
 Home Phone _____ Cell Phone or Work _____ E-mail _____

Preferred Method of Contact: _____ Subjects _____
 Phone Cell Phone/Work E-Mail

If SI, instructor _____

Employee Status:
 Peer Tutor SI Leader Both

	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>
8:00am						
8:30am						
9:00am						
9:30am						
10:00am						
10:30am						
11:00am						
11:30am						
12:00pm						
12:30pm						
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6:30pm						
7:00pm						
7:30pm						

NOTE: Please leave all available time slots blank, and put an "X" in time slots where not available.



ANTELOPE VALLEY COLLEGE

Learning Center

Tutor Applicant Recommendation

_____ has applied for the position of Peer Tutor/ SI Leader in the
Applicant's Name

following courses:

This is a () personal or () academic recommendation.
I do () do not() waive the right to examine the statements entered on this form.

Applicant's Signature

<p>For Reference:</p> <p>ACADEMIC</p> <ol style="list-style-type: none"> Is the applicant competent in the subject are listed above? Yes__No__Not able to judge__ (please note any exceptions) Is the applicant able to communicate the subject clearly? Yes__No__Not able to judge__ What course(s) has the applicant studied with you? <p><i>Non-AVC Faculty:</i> Please describe, on the back, the content of any course(s) taken elsewhere.</p>	<p align="center">Comments</p>
<p>PERSONAL</p> <ol style="list-style-type: none"> Is the applicant dependable and punctual? Yes__No__Not able to judge__ Is the applicant patient? Yes__No__Not able to judge__ Is the applicant personable? Yes__No__Not able to judge__ How long and in what capacity have you known the applicant? 	<p align="center">Comments</p>
<p>Please use the back of the form for any further information you feel will help us determine the applicant's suitability for this position.</p> <hr/> <p>Name: _____ Title: _____</p> <hr/> <p>Signature: _____ Date: _____</p>	<p align="center"><i>Please place this recommendation in the Learning Center mailbox or return to the General Tutoring desk in the Learning Center. Thank you!</i></p>



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<p>For Reference:</p> <p>ACADEMIC</p> <p>4. Is the applicant competent in the subject are listed above? Yes__No__Not able to judge__ (please note any exceptions)</p> <p>5. Is the applicant able to communicate the subject clearly? Yes__No__Not able to judge__</p> <p>6. What course(s) has the applicant studied with you?</p> <p><i>Non-AVC Faculty:</i> Please describe, on the back, the content of any course(s) taken elsewhere.</p>	<p style="text-align: center;">Comments</p>
<p>PERSONAL</p> <p>5. Is the applicant dependable and punctual? Yes__No__Not able to judge__</p> <p>6. Is the applicant patient? Yes__No__Not able to judge__</p> <p>7. Is the applicant personable? Yes__No__Not able to judge__</p> <p>8. How long and in what capacity have you known the applicant?</p>	<p style="text-align: center;">Comments</p>
<p>Please use the back of the form for any further information you feel will help us determine the applicant's suitability for this position.</p> <hr/> <p>Name: _____ Title: _____</p> <hr/> <p>Signature: _____ Date: _____</p>	<p style="text-align: center;"><i>Please place this recommendation in the Learning Center mailbox or return to the General Tutoring desk in the Learning Center. Thank you!</i></p>



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<p>For Reference: ACADEMIC</p> <p>7. Is the applicant competent in the subject are listed above? Yes__No__Not able to judge__ (please note any exceptions)</p> <p>8. Is the applicant able to communicate the subject clearly? Yes__No__Not able to judge__</p> <p>9. What course(s) has the applicant studied with you?</p> <p><i>Non-AVC Faculty:</i> Please describe, on the back, the content of any course(s) taken elsewhere.</p>	Comments
<p>PERSONAL</p> <p>9. Is the applicant dependable and punctual? Yes__No__Not able to judge__</p> <p>10. Is the applicant patient? Yes__No__Not able to judge__</p> <p>11. Is the applicant personable? Yes__No__Not able to judge__</p> <p>12. How long and in what capacity have you known the applicant?</p>	Comments
<p>Please use the back of the form for any further information you feel will help us determine the applicant's suitability for this position.</p> <hr/> <p>Name: _____ Title: _____</p> <hr/> <p>Signature: _____ Date: _____</p>	<p><i>Please place this recommendation in the Learning Center mailbox or return to the General Tutoring desk in the Learning Center. Thank you!</i></p>