



ANTELOPE VALLEY COLLEGE

Writing Center and ESL Study Center
Peer Tutor Application

Learning Center

Writing Center and ESL Study Center
Contact: Michele Lathrop,
Writing Tutorial Specialist

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Thank you for your interest in becoming a tutor for the AVC Writing Center or ESL Study Center programs. Tutoring is an extremely rewarding field and will give you an opportunity to build and utilize many skills to help others. Please read through this welcome letter and the job description carefully. *Detach these pages and turn in only the application and other required documentation.* To apply, please complete the following steps:

- Register with the Job Placement Center.
- **Completely** fill out the attached application. For “Position applied for” indicate “Tutor” and lab choice (Writing Center or ESL Study Center).
- Complete the Semester Schedule. Fill out your schedule for the upcoming semester leaving all available spaces blank and crossing out all other times.
- Submit **two signed letters of recommendation**. One letter must be an academic recommendation from a member of the AVC English faculty and the other a personal recommendation from a professional who can attest to general character.
- Submit a copy of your unofficial transcripts.
- Submit **three college papers**, typed, and with at least one a **research paper** in MLA format from your course work.

Return **all** required items to the Writing Center desk in the Learning Center. If you have any questions, contact the tutorial specialist at the above number or e-mail address.

At least one of the papers/essays from your course work must be in MLA Format.



ANTELOPE VALLEY COLLEGE
WRITING CENTER TUTOR

JOB DESCRIPTION

Under supervision, a Writing Center tutor provides one-on-one and/or small group tutoring in the subject of English. The tutor may also assist the program coordinator by performing other activities related to program content.

CHARACTERISTICS

Individuals in this classification are expected to know the subject of English in terms of the writing process, essay organization, paragraph structure, grammar and punctuation, MLA and APA formats, spelling, and the reading and analysis of written materials. Individuals also must demonstrate the ability to interact with and facilitate learning for a diverse population of students.

ESSENTIAL FUNCTIONS

1. Provides one-on-one tutorial assistance.
2. Provides small group tutorial assistance.
3. Aids students in the understanding of written assignments.
4. Refers students to online writing resources.
5. Assists students with computer software programs.
6. Assists students in developing and implementing good study habits such as note taking, preparing for exams, analyzing written material, and practicing time management.
7. Serves as a liaison between students and the program coordinator.

Activities to directly assist the program coordinator:

1. Visits English classrooms to explain Writing Center services.
2. Helps to organize instructional materials.
4. Participates as an aide in English workshops and special group sessions.
5. Leads special group sessions.
6. Performs other duties as assigned.

ADDITIONAL RESPONSIBILITIES

1. Refers students to the program coordinator for academic issues beyond the expertise of tutors.
2. Refers students to other campus services for any problems outside of academic issues (such as financial aid, counseling, or job placement).
3. Attends all Writing Center tutor meetings held every other Friday during the semester.

MINIMUM QUALIFICATIONS

Be enrolled in a minimum of six (6) units for each semester employed

Minimum accumulative GPA of 3.0; minimum GPA of 3.0 in English courses

Knowledge of: English course content and tutorial techniques

Ability to:

Provide tutorial assistance to students in the subject of English

Communicate clearly

Be creative and flexible in the approach of learning

Demonstrate a positive and optimistic attitude

Take direction well and cooperate with supervisors

(over)

Ability to:

- Work well with international and immigrant students
- Provide tutorial assistance to students in the skills of ESL
- Communicate clearly in basic English
- Be creative and flexible in the approach of learning
- Demonstrate a positive and optimistic attitude
- Take direction well and cooperate with supervisors

EDUCATION AND EXPERIENCE

- An “A” or “B” in English 101 and higher.
- At least one semester of coursework taken at AVC.

SPECIAL QUALIFICATIONS

- A sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of students as well as to students with physical and learning disabilities.

APPLICATION REQUIREMENTS

- A completed AVC Writing Center tutor application.
- Proof of at least one semester of coursework taken at AVC; proof of any English coursework taken at another college.
- One personal recommendation from a professional who can attest to general character.
- One academic recommendation from a member of the AVC English faculty.
- Three college papers, typed, and with at least one a research paper in MLA format.
- The willingness and ability to participate in mandatory initial training sessions and any additional training sessions held throughout the academic school year and to receive a minimum of ten hours of discipline specific training.

Antelope Valley College ESL Study Center personnel

- Day-to-Day Supervisor: Michele Lathrop, Writing & ESL Tutorial Specialist, ext. 6984
- Learning Specialist (Program Coordinator): Prof. Diane Flores-Kagan, ext. 6018

Previous tutoring 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 (use a separate sheet if needed).

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?

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

All the information stated in this application is truthful and accurate to the best of my knowledge.

Signature

Date

Semester Schedule

Name _____ / _____

Semester _____

Phone _____ Cell Phone or Work _____

E-mail _____
For office use only:

Preferred Method of Contact:

Phone Cell Phone/Work E-Mail

Employee Status:

Peer Tutor

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

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