The Pennsylvania State University, Mont Alto

1 Campus Drive

Mont Alto, PA 17237

**Academic Support Center**

**Peer Tutor Intent to Apply**

QUALIFICATIONS: Tutors should be top quality students who set a good example for the students they will tutor through their efficient study habits, excellent academic performance, and responsible personal behavior. They have to be knowledgeable in their subject matter and capable of conveying that knowledge to others. To be a tutor, a student must have a **cumulative GPA of at least 3.0**and **an A or B in the subject(s) they will be tutoring**. Tutors must have a minimum of **2nd semester standing** and have an instructor complete a **faculty recommendation form** in each of the courses they are interested in tutoring. Peer Tutors must complete 15 hours of training their first two semesters of tutoring and 10 hours of training each subsequent semester thereafter. Training the first two semesters is achieved by enrolling in the one credit courses: **CI 200 in the fall and CI 210 in the spring**. The Academic Support Center Director will work with each peer tutor in putting together their tutoring schedule. Peer Tutors are only paid when students show up for tutoring appointments. Tutors also need certain personal traits. They must be dependable, responsible, and patient. They must be able to get along well with others and work well as part of a team. The ASC expects its employees to exemplify appropriate behavior at all times. This means they are expected to attend classes regularly, earn good grades honestly, be prompt for appointments as well as classes, take complete and organized notes, manage their time efficiently, handle problems tactfully and effectively, and keep information regarding tutees confidential.

**STEP ONE**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PSU ID #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PSU Email ID \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current or Anticipated Major \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Semester standing 1 2 3 4 5 6 7 8

How long do you plan to remain at Mont Alto campus? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**STEP TWO**

**Please provide a copy of your printed unofficial transcript from eLion**. Highlight on the transcript the college courses you have earned an A or B and would be interested in tutoring. For each course highlighted, you will need to provide the faculty member with a **Faculty Recommendation Form** to be completed and returned to the Academic Support Center Director.

**STEP THREE**

Complete an ONLINE APPLICATION. Please follow the directions below and return this “Intent to Apply” form to the Academic Support Center Director once you have submitted your online application.

1. Visit <http://www.psu.jobs/>
2. Click on Job Opportunities on the left side menu.
3. Click on “Search Jobs” within the text of the page.
4. Choose Campus/Location: Penn State Mont Alto and Click Update Results
5. Be sure and choose the appropriate position for which you are applying for: Student Peer Tutor
6. Click on the position – once you do this, it will bounce you down to the job description. You will then need to click on APPLY ONLINE. Again, be sure you are choosing the CORRECT position before you click.
7. Log In using your PSU ID and Password
8. You may have to search the position again. (Depends on how finicky the website wants to be.
9. A screen will come up that reads: “You are one click away from officially becoming a candidate for the following job....” Double check you have the correct position and click Yes, I am sure!
10. Once you enter the online application, you will need to submit answers to the following questions as your “cover letter” for the position. A resume is not needed.
11. What are the major reasons you would like this job?
12. Describe any past experiences you have had in tutoring.
13. Describe an experience you had using the Academic Support Center (for tutoring, computer lab, study area, etc.).
14. Provide a short dialogue (approximately one half page) of the first three minutes of a terrible tutoring session.
15. Provide a short essay (approximately one half page) describing the strategies you use when studying.

Once you complete the cover letter and it is uploaded. Click through to the Application Form.

1. Complete all information that is required with an “\*”. (Highlighted below). You can simply click through any information that is not relevant to you.
	1. Personal Information (Step 1 of 6)
	2. Voluntary Affirmative Action Data (Step 2 of 6)
	3. Voluntary Self-Identification of Protected Veteran (Step 2a of 6)
	4. Voluntary Self-Identification of Disability (Step 2b of 6)
	5. Education and Training (Step 3 of 6)
	6. Employment Record (Step 4 of 6)
	7. U.S. Military Service (Step 5 of 6)
	8. Certify Your Application (Step 6 of 6)
2. Click: SUBMIT APPLICATION FORM – You should then receive a notice stating you have submitted your application successfully.

**KEEP THIS PAGE FOR YOUR FUTURE REFERENCE**

**ONCE HIRED**

Please be aware, all students hired by The Pennsylvania State University at Mont Alto are required to complete the following paperwork, training, and background checks before they are permitted to begin working.

* Required Paperwork
	+ Wage – New Appointment Form (will be provided by ASC Director)
	+ Payroll Paperwork in the Business Services office (2nd Floor Conklin Hall)
		- Provide two forms of identification in person (i.e. state driver’s license/id, military id, passport, birth certificate, social security card)
		- Cancelled check or savings account number
	+ Work-Study Verification form (provided by Financial Aid if work-study eligible)
* Required Background Checks
	+ Annual Background Checks for Authorized Adults Disclosure Statement (AD-39)
	+ Consent to Release Education Records including Student Code of Conduct
* Required Training
	+ End-User Computing Agreement (required for all employees utilizing ASC staff computers)
	+ Reporting Child Abuse: [psuohrlearning.skillport.com](https://psuohrlearning.skillport.com/skillportfe/login.action)
	+ Statement of Understanding of University Policies for Student Employees
		- AD-11, AD-20, AD-23
		- ANGEL training: FERPA – Family Educational Rights and Privacy Act
	+ Additional training as determine by the Academic Support Center staff and faculty

Kendra Wolgast, Academic Support Center Director

General Studies, Room 102A

(717) 749-6045 & kmw24@psu.edu