Position Summary:
A peer tutor at the Science/Math Learning Center (SMLC) is a qualified undergraduate who assists students to an understanding of subjects in the tutor’s area of expertise. Tutors normally work 4—10 hours per week.

Essential Tasks:
• Attend all mandatory SMLC tutor training sessions
• Adhere to all policies and procedure listed in the Student Employee Handbook
• Meet periodically with supervisor for review and reflection
• Model and teach appropriate learning and study techniques to encourage independent learning
• Be committed to tutoring for the entire semester or year of employment
• Complete all record-keeping tasks in an accurate and timely manner
• Refer all problems and concerns, particularly student issues that are non-academic, to an SMLC faculty member or to the appropriate Learning Center department

Qualifications/Special Skills Required:
• Tutors must have attained an overall 2.75 CUM GPA or better, and have made no lower than a B in any courses in which they are intending to tutor. Applicants’ transcripts are checked as a matter of policy.
• Prior tutoring experience is an asset but is not mandatory
• Applicants are required to submit two recommendations, at least one of which must be from a professor in the discipline in which the student is planning to tutor
• Applicants are expected to demonstrate adequate knowledge in their area of expertise in a personal interview
• Tutors in a specific area must have completed the following courses:

  Math: MATH 236 (Calculus II), completion of Math 237 (Calculus III) is preferred, but not mandatory.
  General Chemistry: CHEM 131 and CHEM 132
  Organic Chemistry: CHEM 241 and CHEM 242
  Physics: PHYS 240 and PHYS 250
  Statistics: MATH 220, completion of additional statistic courses is preferred, but not mandatory.

SMLC Tutor Application
Please submit to your area supervisor:

Chemistry: Dr. Mary Tam (tammc@jmu.edu)
Mathematics: Dr. Cong Hoang (hoangcq@jmu.edu)
Statistics: Dr. Beth Cochran (cochrabs@jmu.edu)
Physics: Dr. Jim Sochacki (sochacjs@jmu.edu)
Name: ____________________________

(First) (Last) (MI)

Major: _______________ JMU ID: _______________ JMU Email: ___________________________

Phone #: ___________________________ Where did you hear about the SMLC? ___________________________

Discipline you wish to tutor: (check all that apply) Are you currently employed on campus?

☐ General Chemistry ☐ Yes
☐ Organic Chemistry ☐ No
☐ Physics
☐ Math
☐ Statistics

If yes, for how many hours each week? __________

Are you applying to be a FROG? Have you previously worked in the JMU Learning Centers?

☐ Yes ☐ Yes
☐ No ☐ No

If yes, for which center? ___________________________

I am confident in my academic abilities and interpersonal skills to be a tutor for the following courses I have completed at JMU:

1. __________________________________________
2. __________________________________________
3. __________________________________________
4. __________________________________________

On a separate sheet(s) of paper, please provide answers to the questions below: (Maximum: 3 pages)

1. Why do you want to work at the SMLC as a peer tutor?
2. What qualities do you have that would make you a good tutor?
3. What experience do you have in tutoring?

Please submit this application with a copy of the following information:

☐ Anticipated weekly schedule for the upcoming semester
☐ Resume with the contact information for two academic or professional references from JMU or previous employer. (They will need to complete a letter of recommendation form)

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

_____________________________ ________________________
(Signature) (Date)

Factors considered during the hiring process include a combination of the grade received in specified course(s) at JMU, semester GPA and CUM GPA, availability, previous tutoring experience, interview, recommendations, hours attempted during the academic semester, and proof of eligibility for employment from JMU’s Student Employment Office.