



## Peer Tutoring Program

### **Tutor Application (Paid Positions)**

#### ***The Learning Support Center (LSC):***

The LSC is an academic support unit for all LIU Post students. The LSC offers many services in addition to tutoring. These services include **free peer tutoring**, academic advising and guidance for students within the Program for Academic Success (PAS), comprehensive assistance for students with documented learning disabilities through the Academic Resource Program (ARP), and provision of federally mandated accommodations for students with disabilities through Disabilities Support Services (DSS). The LSC assists students to develop the essential skills needed for success by providing assistance with learning skills through individual appointments and academic success workshops.

#### ***About LIU Post Peer Tutoring Program:***

The LIU Post Peer Tutoring Program is internationally certified at the Master Level through the College Reading and Learning Association (CRLA). The tutoring program provides **free peer tutoring** to undergraduate LIU Post students mainly in core curriculum courses as well as some upper level courses (depending on the tutors' areas of expertise). The program provides assistance to those needing help with time management and study strategies. The program also provides tutorial assistance during final exam week by appointment only, subject to the availability of the tutors.

#### ***Tutor Credentials:***

- ◆ Sophomore, junior, or senior, in good standing at LIU Post with a minimum cumulative GPA of 3.0
- ◆ Received a B or an A in the course(s) one wishes to tutor.
- ◆ Received a very good to excellent recommendation completed by a faculty/staff person at LIU Post or from a person who is familiar with him/her as a student.
- ◆ Must have a clean campus disciplinary record.
- ◆ Completed a successful interview with the Assistant Director of the Learning Support Center.

#### ***Tutor Skills & Attributes:***

- ◆ A tutor needs to be able to demonstrate excellent **time management** skills. A tutor must be able to balance his/her academic, extra-curricular, and tutorial responsibilities.
- ◆ A tutor needs to be able to demonstrate excellent **organizational skills**. A tutor must be able to assist tutee(s) in organizing the completion of course assignments.
- ◆ A tutor needs to be a **motivator**. A tutor must be willing to encourage their tutee(s) to become better students. To hold them accountable for being prepared for tutorial sessions. To motivate them to be both verbally and physically active during tutorial sessions.

- ◆ A tutor needs to be **encouraging and patient**. A tutor must give praise when success on any level should occur. A tutor must be patient even when providing a “*reality check*” regarding their tutee’s lack of progress or lack of focus on academic responsibilities.
- ◆ A tutor needs to be able to **communicate** well to a diverse student population. A tutor must be able to be **creative** in order to explain content material through a variety of methods.

***Duties & Tasks:***

- ✘ Tutor students in specific subject areas to meet the individual needs of those students in a particular academic area, but **not complete class assignments**.
- ✘ **Be on time** for all tutoring sessions and keep all appointments.
- ✘ Prepare for tutoring sessions by planning questions, developing practice quizzes and tests, etc.
- ✘ Participate in an **evaluation** process to gauge performance and plan to work on areas that need improvement.
- ✘ **Inform students of LSC activities** such as academic success workshops.
- ✘ Keep **tutorial documentation up-to-date**, including time cards, session cards, and CRLA training requirements.

***College Reading and Learning Association (CRLA) Certification:***

- ✘ Participation in CRLA tutoring training sessions is **required and mandatory**.
- ✘ There are **three levels** of certification. A tutor will complete at least one level of CRLA per academic year that tutor is on staff.
- ✘ Completion of CRLA requirements are in the form of attending tutor training sessions, attending LSC workshops, creation of tutoring handouts, evaluation of tutoring staff and services, and individual appointments with the Assistant Director.

(CRLA is an internationally certified tutor training organization.)

***Compensation:***

Tutors are currently paid for the tutorial time scheduled, attending CRLA tutor training sessions, attending tutorial staff meetings, and for participation in other various LSC activities. Pay rate will be discussed during the interview process. If you are work-study eligible please check yes on the application. If you do not know if you are, please contact the financial aid office in Kumble Hall.

***Tutor Schedules:***

The LSC tutor lab is opened Monday – Wednesday 12:30 pm – 7:00 pm, Thursday 12:30 – 5:00, and Friday by appointment only. Tutors are able to create their own schedule within the time frame of tutor lab hours.

Tutors are under the direct supervision of:

Gregory W. Schimmel  
 Assistant Director  
 Learning Support Center  
 Post Hall, lower level  
 Ph. (516) 299-3057  
 Fax (516) 299-2126  
[gregory.schimmel@liu.edu](mailto:gregory.schimmel@liu.edu)

# LIU Post Peer Tutoring Program

## Learning Support Center

### Tutor Application

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

Local Address \_\_\_\_\_ Phone \_\_\_\_\_

Resident Hall \_\_\_\_\_ P.O. Box \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Classification: ( ) Sophomore ( ) Junior ( ) Senior ( ) Graduate

Anticipated Date of Graduation (semester/year) \_\_\_\_\_

Major \_\_\_\_\_ Minor \_\_\_\_\_ Cum. GPA \_\_\_\_\_

Are you eligible to receive financial aid assistance through work-study?

\_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_ I am not sure if I am eligible

Course(s) you are interested in tutoring – check all that apply:

- |   |        |   |
|---|--------|---|
| <input type="checkbox"/> Financial Accounting   | ACC 11 | <input type="checkbox"/> Philosophy       |
| <input type="checkbox"/> Managerial Accounting  | ACC 12 | <input type="checkbox"/> Psychology       |
| <input type="checkbox"/> Macroeconomics         | ECO 11 | <input type="checkbox"/> Criminal Justice |
| <input type="checkbox"/> Microeconomics         | ECO 12 | <input type="checkbox"/> Geography        |
| <input type="checkbox"/> Quantitative Tools I   | ECO 72 | <input type="checkbox"/> Biology          |
| <input type="checkbox"/> Statistics             |        | <input type="checkbox"/> English          |
| <input type="checkbox"/> Spanish                |        | <input type="checkbox"/> History          |
| <input type="checkbox"/> General Knowledge Math |        |   |
| <input type="checkbox"/> Other _____            |        |   |

**On a separate sheet of paper, please provide a biographical sketch, which includes the following:** (please type)

1. a description of you as a student including your preferred learning style and how you apply it to your studies
2. give examples of two (2) different areas - regarding study skills- that you have found to be valuable that might provide insight to a student who is struggling in the subject area you wish to tutor
3. what strengths do you feel you will bring to the LSC tutorial staff
4. involvement in campus activities
5. prior tutoring experience (if any)

Please **list two academic references** (LIU Post faculty preferred)  
Attached are recommendation forms for your references to complete.

Name \_\_\_\_\_ Dept. \_\_\_\_\_

Name \_\_\_\_\_ Dept. \_\_\_\_\_

Please **attach a current transcript** with this application and bio-sketch.  
Once all applications materials are received, you will be contacted for an interview.

Please indicate your availability (days & hours) to tutor during the semester:  
(i.e. Mondays 2-4, Tuesdays 3-6, Wednesdays common hour, etc.)

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