



DR. MACK GIPSON, JR., TUTORIAL AND ENRICHMENT CENTER
 PAINE COLLEGE
**APPLICATION FOR
 PEER TUTOR POSITION**

PLEASE TYPE OR PRINT NEATLY

Name _____

Campus/Local Address _____ Home/Summer Address _____

Cell Phone Number (if no cell, give local contact number) Telephone _____ Home/Summer Telephone _____

Email address _____

Major _____ Minor _____

Which semester would you want to START working in the Center? (Give semester and year: i.e., Fall '01.) _____

What will your classification be at the start of that semester? (JUNIOR status required/minimum of 60 hours): _____

After that first semester, which other semesters would you be available to CONTINUE working in the Center?

When do you expect to graduate from Paine? (Give month and year) _____

Cumulative GPA (3.0 required) _____ Major Field GPA _____

List **EACH** subject area and specific subject in which you can tutor effectively (consider only those courses in which you earned at least a B):

I give permission for the Director of the Tutorial and Enrichment Center to request an updated copy of my official transcript from the Registrar's Office.

FOR OFFICE USE ONLY:

- _____ Transcript Requested
- _____ Conference Held
- _____ References Contacted
- _____ Reply Letter Sent

Signature

Date

Paine College Student ID Number

General Information:

What activities, clubs, or school assignments will you be involved in that may require a lot of your time? (ex.: Senior Field Paper, student teaching, choir, student government, school trips, etc.)

If hired to work in the Tutorial and Enrichment Center, will you also be working at another job, either on or off campus? YES NO
If yes, give type of work, number of hours, and anticipated work schedule: _____

At the start of each semester, you will determine the number of hours (10 – 15) you will work each week of that semester. Do you think that your special activities or another job would interfere with your being able to work your designated number of hours per week in the Center? YES NO Explain _____

References:

Click on this link to access the **Tutor Reference Form**. Print out 3 copies, one for each of your references. At the top of each form, please fill in your name and the semester for which you are applying. Then give a hard copy of the form to each references; ask each person to fill out the form and return it to Ms. Overton in the TEC. [Each of your reference should send the TEC a **HARD COPY** of the completed reference forms so we get an original signature.] At least **2** of your references should be instructors in the areas in which you wish to tutor. Please complete the following information about your references so that we may know who will be returning forms to us.

Name _____

Position _____

Address _____

Telephone _____

Name _____

Position _____

Address _____

Telephone _____

Name _____

Position _____

Address _____

Telephone _____

NOTE: Each reference should send a hard copy of the form directly to Ms. Overton. You should turn in your completed application as soon as you are finished with it. Do not wait for your references to be returned. We can start to process your application while we are waiting for your references.

Write a paragraph stating why you would like to work in the Tutorial and Enrichment Center. Include information about any prior experiences you have had as a tutor and explain how you could be an asset to the Center’s programs. PLEASE WRITE YOUR PARAGRAPH ON THE BACK OF THIS PAGE.

