

# Learning Center Tutor/Peer Mentor Application

Thank you for your interest in becoming a Learning Center Tutor or Peer Mentor. The Learning Center at Clackamas Community College offers a welcoming environment for students to get the academic support they need. The Oregon City tutoring center is located in the Dye Building on the Oregon City campus and offers a variety of computer labs, tutoring, and academic services. It is an open and accessible space, and inspires people to engage in lifetime learning. The Learning Center also offers online tutoring in all subject areas, as well as a second tutoring lab located on the third floor of Harmony West.

## A complete application will include:

- Application Part A and Part B.** Must be neatly printed or typed.
- Résumé.** Must be typed. *If you have not written a résumé before, [click here for a helpful guide](#).*
- CCC transcript.** You can provide an unofficial transcript or a printout from myClackamas>Account information>Unofficial Transcripts.

No letters of recommendation are required, but we will contact instructors listed on application as part of the application screening process. Materials sent via email in Word or PDF preferred but not required.

**Incomplete applications will not be considered.**

**Email complete application (see requirements above) to:** [josh.aman@clackamas.edu](mailto:josh.aman@clackamas.edu)

## Selection Process and Due Dates:

Your completed application will be accepted through end of day **May 1**.

Applications will be reviewed and, if selected, you will receive an e-mail to schedule an individual interview. All individual interviews will take place prior to May 20.

- If you are applying for a Peer Mentor position, you will be asked to attend the additional Group Interview. Invitees will be notified by May 23.
- The Group Interview will take place on **May 27** at 10:00am – 12:00pm OR 1:00pm – 3:00pm.
- Applicants who are chosen to be part of the Learning Center Tutoring Team will be notified by 4pm on **May 31**.
- Upon hiring, a few required steps will need to be taken before beginning in Fall term. Please check your email regularly and complete tasks promptly.
- Required meetings for all tutors:
- Tutor Fall Term Meeting: Friday, **September 23** from 9:00am – 1:00pm
- Tutor Professional Training: Fridays, **September 30, October 7, 14, 21, and 28** from 10:00am – 12:00pm

## Minimum Qualifications:

- Tutors must be enrolled in at least 6 CCC credits/term.
- Peer Mentors must be enrolled in at least 12 CCC credits/term.
- Preferred 3.25 cumulative GPA.
- Successful demonstration of course competency through the following: An A or B in the course for which he or she is tutoring and a recommendation from faculty teaching the course or from the department chair. Minimum Requirement for the following:
  - Writing Peer Mentors*: Completed WR 121 or equivalent with an A.
  - Math Tutors/Peer Mentors*: Completed MTH 111 or equivalent with at least a B (preferably an A).
  - Technology Tutors*: Completed CS 120 or BA 131 or equivalent with at least a B (preferably an A).

**Questions:** Contact Josh Aman, [josh.aman@clackamas.edu](mailto:josh.aman@clackamas.edu), 503-594-3070

## Learning Center Tutor/Peer Mentor Application Part A

**Applicant Information:**

Name:  CCC ID #

Home Phone:  Cell Phone (if different):

CCC Email:

Cumulative GPA:  Major:

Expected Graduation Term:

**Indicate:** In which of the following subjects would you like to tutor?

Writing                       Technology                       Accounting  
 Math                               Science                               Other

**References:** Please list **ALL** relevant college level classes you have taken (or are currently taking) for the position for which you are applying (i.e. if you are applying to tutor in technology, list all computer/business/accounting courses; for writing, list all writing or literature courses; for math, list all math courses). If you are currently taking a class this term, list N/A under grade.

Class	Term	Instructor	Grade

**Signature:** I hereby submit my application and agree that all information is true to the best of my knowledge.

Signature:  Date:

(typed name qualifies as signature)

