

RETURN COMPLETED APPLICATION PACKET TO:

Nicole Stuart
Student Success and Tutoring Services
Room 310 Cone Bottoms
stuartn@obu.edu

DUTIES:

Student Success tutors will work with OBU students in their content areas of expertise. Tutors may work with students on a one-on-one basis, small group sessions, or drop-in labs to answer questions on course content and to aid in comprehension of course material.

QUALIFICATIONS:

Tutors must meet the following qualifications:

- Must have a minimum overall GPA of 3.0
- Must have already completed course(s) in the subject you are tutoring
- Must have obtained the academic level of a second semester freshmen
- Must provide faculty recommendation
- Must maintain confidentiality at all times

KNOWLEDGE, ABILITIES, SKILLS:

Tutors must meet the following:

- Knowledge of the content area being tutored
- Ability to work well with small groups and one-on-one sessions with student(s)
- Ability to communicate well with other student success tutors and students
- Ability to serve as positive role models by exercising and sharing skills in time management, professionalism, and study habits

RESPONSIBILITIES:

Tutors are responsible for the following duties:

- Attend tutor orientation and any additional tutor/staff development meeting as needed
- Assist students' learning *without* doing the students' work
- Keep records of all tutoring appointments
- Report all concerns and problems to Student Success staff immediately

Q&A:

I completed my application; what's next?

Your application will be reviewed within the next few days by the Student Success Coordinator of the Student Success Center. Tutors are hired based on current academic needs of OBU students, and new additions are added to the team when necessary. Once a position becomes available or new subjects are added, your application will go through a verification process. At that time, you may receive notification to come in for an interview.

Are peer tutors paid?

YES! Due to the importance of this position, peer tutors are certainly paid for their work. In addition, tutoring provides excellent experience for future jobs and demonstrates important skills to future employers.

Can I get volunteer hours for tutoring?

TranServe is a program that notes all your volunteer hours each semester on your university transcript. A minimum of 20 hours of volunteer service per semester is required and you need to register every semester to be a part of this program.

Register at <http://www.obu.edu/elrod/transerve/> Print off the hour verification form and keep up with your hours throughout the semester. If you have a minimum of 20 volunteer hours by the end of the semester, turn the form in to the Elrod Center the Friday before finals. Supervisor signatures are required.

If you have other questions about being a Student Success tutor, contact Nicole Stuart at stuartn@obu.edu or call 245-5234.

Tutor Application

Please attach unofficial transcript

Please select below:

- Student Success Tutor (paid hours)
- TranServe Tutor (volunteer hours)

Section 1: Background Information

Last, First	Date of Birth
Student ID #	Email Address
Local Address (include Zip Code)	
Local Phone #	Cell Phone #
Do you already have a campus work-study position? If so, please indicate the department and number of hours you will work.	
Are you an international student? ____ Yes ____ No	

Section 2: Academic Information

Academic Major(s)	Academic Minor (s)
GPA (last semester)	Cumulative GPA
Academic Classification <div style="display: flex; justify-content: space-around; text-align: center;"> Freshman Sophomore Junior Senior </div>	
Expected Graduation date:	
Course (s) you would like to tutor/course grade (s):	
Have you ever attended a tutoring session before?	If so, for what course?

Section 3: Employment History:

List the positions you have held beginning with the most recent. Include any work tutoring, leading SI's, etc.

Employer	Dates of Employment	Position Title/Responsibilities

Section 4: Tutoring Subjects

Please select areas you feel qualified to tutor.

- English
- Math
- Science

List courses: _____

List courses: _____

List courses: _____

CORE Courses

- Liberal Arts
- Contemporary World
- Math for Liberal Arts
- Composition I
- Composition II
- Bible Survey
- Bible Interpretation
- American Civilization
- Western Civilization

- Physical Science
- Life Science
- American Letters
- Western Letters
- Personal Finance

Fine Arts

- Art
- Music

- Theatre
- Foreign Language**
- Spanish
- French
- German
- Japanese

Other courses: _____

Section 5: References

Request an OBU instructor (preferably in the appropriate subject) to serve as a reference on your behalf. List instructor(s) below.

Reference	Office	Subject(s)	Phone

Section 6: Extracurricular Activities at Ouachita Baptist University

Please list any extracurricular activities in which you are involved.

Section 7: Application Questions

Please answer the following questions. Answer below or on a separate sheet of paper.

1. Why are you interested in being a tutor?

2. What qualities do you possess that would help you to be a tutor?

3. What advice would you give to freshmen that would help them become successful students?

4. _____ + _____ + _____ = Success in College

Section 8:

Indicate your availability below by placing an “x” in the timeslots you are available.

Time Availability Chart				
Time	Monday	Tuesday	Wednesday	Thursday
8:00 AM				
8:30 AM				
9:00 AM				
9:30 AM				
10:00 AM				
10:30 AM				
11:00 AM				
11:30 AM				
Noon				
12:30 PM				
1:00 PM				
1:30 PM				
2:00 PM				
2:30 PM				

Time Availability Chart				
Time	Monday	Tuesday	Wednesday	Thursday
3:00 PM				
3:30 PM				
4:00 PM				
4:30 PM				
5:00 PM				
6:30 PM				
7:00 PM				
8:30 PM				
9:00 PM				

APPLICATION CHECKLIST:

- Completed Application
- Unofficial Transcript