



Peer Tutor and
Supplemental
Instruction(SI) Leader
Job Description

As a Peer Tutor or Supplemental Instruction (SI) Leader, you will have the privilege of providing academic support to your Hawkeye Community College peers. Both positions serve students enrolled in historically difficult courses and play an essential role in helping to increase student performance, understanding of course content, and usage of successful study strategies. Although the ultimate goal of a Peer Tutor and SI Leader is to promote and enhance student success, the ways in which this goal is accomplished are very different. To gain a better understanding of the two programs, please see below:

<i>Peer Tutor</i>	<i>SI Leader</i>
Focus is placed on a particular subject (Example: A&P I)	Focus is placed on a specific course and specific professor (Example: A&P I with Dr. Herring)
Peer Tutors must think on their feet as each student may come with a completely different concern	SI Leaders must create worksheets, interactive activities, and discussions anticipating the needs of their students
Students explain where they are within lecture and set their own agenda	SI Leaders prepare in advance and facilitate session according to course lecture and students' needs
Held within the Student Tutoring and Computer Lab	Held in individually assigned classrooms
Attending course lecture is not required	Course lecture attendance
Assistance is typically provided individually or in a small group	Assistance is provided through group discussions within student-to-student interactions
Outreach is completed by the Peer Tutor Coordinator	Outreach in the form of classroom presentations, emails, and being a role model within the classroom is done on a weekly basis

Minimum Qualifications:

- Must be currently enrolled at Hawkeye Community College (HCC)
- A cumulative GPA of 3.0
- Must have obtained a "B" or better in the course(s) of interest

Skills and Abilities:

- The ability to work effectively with people from diverse ethnic, cultural, and socio-economic backgrounds
- Excellent oral and written communication skills
- A solid foundation of subject content
- Good understanding of HCC policies, procedures, and campus-wide resources

Terms of Employment:

- Attend mandatory orientation, training sessions, and meetings
- Pay rate of \$12.75 per hour

Application Packet Requirements:

- Completed Student Tutoring and Computer Lab application for student employee
- A copy of your class schedule for the semester you are seeking employment
- Faculty recommendation for the course of interest

Student Tutoring and Computer Lab
Bremer Hall Room 127
Phone: 319-296-4029
Email: studentlab@hawkeyecollege.edu



Student Employee Application

APPLICANT INFORMATION

First Name

Last Name

Student ID Number

Current Address

City

Zip Code

Phone Number

Hawkeye Community College Email

EDUCATIONAL STANDING

Program of Study

Anticipated **Semester** and **Year** of Graduation

Cumulative GPA

WORK AVAILABILITY

Do you qualify for Work Study funding eligible through Financial Aid?

Yes No

How many hours are you available to work per week?

_____ Hours

Are you currently employed on campus?

Yes No

If "Yes" how many hours do you work per week?

_____ Hours

OFFICE USE ONLY

Start Date: _____

Return

11-00-03-61170-57200

End Date: _____

New Hire

11-00-03-61180-57200

Pay Rate: _____

Work Study

22-00-00-29000-57000

Other

TUTOR & SI LEADER POSITIONS

If you are applying to become a peer tutor or SI Leader, please complete the following section by listing the subject(s) / course(s) you are applying for

Which position are you applying for: Tutor Supplemental Instruction Leader

Course

Instructor

WHICH QUALITIES MAKE YOU A GOOD FIT FOR THE POSITION?

Signature: _____

Date: _____

WHAT'S NEXT?

Please turn in your completed application to:
Student Tutoring and Computer Lab
Bremer Hall Room 127
Phone: 319-296-4029
Email: studentlab@hawkeyecollege.edu

Questions? Contact Dawn Hovey or Nick Landmesser
Phone: 319-296-4029
Email: dawn.hovey@hawkeyecollege.edu
nicolas.landmesser@hawkeyecollege.edu



Student Employee
Application
Recommendation
Form

The student below has applied for a position with the Student Tutoring and Computer Lab. As our services include vital aspects of student success such as Peer Tutoring and Supplemental Instruction, it is crucial that only the best candidate is selected. To ensure this truly happens, we ask for your feedback through this recommendation form and/or a personal recommendation letter.

APPLICANT INFORMATION

First Name

Last Name

Student ID Number

Which position are you applying for: Tutor Supplemental Instruction Leader

Which subject or course are you applying for: _____

EVALUATOR INFORMATION

First Name

Last Name

Position/Title

EVALUATION

Circle the number which best applies to the applicant

0 - Unable to Evaluate 1 - Strongly Disagree 2 - Disagree 3 - Neutral 4 - Agree 5 - Strongly Agree

Student demonstrates knowledge of subject matter	0	1	2	3	4	5
Shows genuine interest and passion for subject matter	0	1	2	3	4	5
Presents critical thinking and problem-solving abilities	0	1	2	3	4	5
Holds the potential to effectively help students learn subject matter	0	1	2	3	4	5
Displays strong verbal communication skills	0	1	2	3	4	5
Successfully implements application of new strategies	0	1	2	3	4	5
Appears to be well organized	0	1	2	3	4	5
Interacts easily with others (especially peers)	0	1	2	3	4	5
I recommend this student for the position he/she is applying for	0	1	2	3	4	5

Additional Comments

Signature

Date

Phone Number

Please return completed recommendation form to:

Student Tutoring and Computer Lab

Bremer Hall Room 127

Phone: 319-296-4029

Email: studentlab@hawkeyecollege.edu