

Employment at the ACT: Tutors and Peer Leaders

The positions for which we hire in the ACT include tutors and peer leaders. This page contains information for applying to each.

Overview

Staff Roles

The ACT employs Tutors, Peer Leaders, and Momentum Peer Leaders for different categories: math & science and writing & humanities. Currently, we are a peer education center, which implies we only hire undergraduate tutors and peer leaders. Our recruitment preferences and practices focus on hiring applicants who can tutor in **two (2) or more subjects** (any combination of math or science or writing or humanities), applicants with a 3.0 - 3.5 GPA and above, and applicants who are well-rounded academically. We avoid hiring applicants who excel in their major or a particular subject area, but struggle in their non-major or general education/elective courses.

Tutors

Tutors work one-to-one with fellow students to support them primarily in their core or general education courses in math, science, writing, & humanities required for various majors. Depending on the experience of tutors, they might also support students in upper-division courses. We are looking for tutors who are not only knowledgeable in their subject areas/majors, but who also are enthusiastic about sharing their personal learning strategies and learning strategies beyond their personal experience. We need tutors to explain complex concepts in everyday terms in a friendly manner and without condescension. Tutors work in the ACT 1 - 10 hours per week on a regular schedule. Tutor applicants do not have to be majors in the subject they want to tutor. Tutor applicants need only to know and love their subject and have a willingness to help others.

Peer Leaders

Peer Leader instruction is not tutoring or re-lecturing. Instead, peer leaders facilitate peer-to-peer learning and share strategies with students that help them process knowledge and apply various critical thinking skills. As with tutors, we are looking for peer leaders who are not only knowledgeable in their subject areas/majors, but who also are enthusiastic about sharing their personal learning strategies and learning strategies beyond their personal experience. We need peer leaders to explain complex concepts in everyday terms in a friendly manner and without condescension. Peer leaders attend 2-3 lectures per week and host 2-3 hours of peer learning sessions outside of class. These sessions are free, voluntary, anonymous, and fun. Peer leader applicants do not have to be majors in the subject they want to text-ig. Peer leader applicants need only to know and love their subject and have a willingness to help others.

Momentum Peer Leaders

Momentum Peer Leaders tutor students individually or in text-sm groups in a lab atmosphere in MATH-1111 College Algebra. Most MPL are also tutors and/or peer leaders. The ACT expects MPLs to be particularly self-motivated and self-regulating, with the ability to manage their time as they move from student to student, assisting them with College Algebra.

For more information, contact Randall Casleton at casleton_randall@columbusstate.edu or Hillary Fleenor at fleenor_hillary@columbusstate.edu.

Training

Training is **mandatory** for tutors and peer leaders in a 0-credit, no-cost, self-paced course, called ITDS 2795 Lead Learner. The course is online in CougarVIEW. The learning activities and assessments include free, online readings, videos, quizzes, reflections, and discussion boards.

Hiring Cycle

It is difficult to predict when the ACT will have an opening for a tutor or peer leader position so please apply as soon as you are interested. If there is no position open when you apply, your application will stay on file for consideration when a position opens.

Hiring Procedures

To Become a Math/Science, Humanities, and/or Writing Tutor

Requirements

Enrolled CSU students have the potential to become a tutor or peer leader at the ACT if they have

1. At least sophomore status.
2. A CSU GPA of a B/3.0 or higher.
3. A B/3.0 or higher in all courses tutoring in.

Procedure

The ACT strives to find personable, multi-faceted staff to best suit our clientele. Recruitment occurs during the fall and spring semesters. If completed successfully, the following steps will text-ly to employment as a tutor at the ACT:

1. Request a CSU faculty/supervisor fill out a recommendation by sending them the [Academic Center for Tutoring Recommendation Form](#). The recommender must be familiar with your level of expertise in your tutoring area. **The faculty/supervisor must use their MyCSU/OneCSU Login information to access the form.**
2. Complete the [Academic Center for Tutoring Application Form](#). **MyCSU/OneCSU Login information REQUIRED to access the form.**
3. When you have completed 1 and 2, send a copy of your resume to act@columbusstate.edu. If you are applying to be a writing tutor, also attach a writing sample.
4. If there is an available position that meets your skill set, you will be contacted to schedule an interview.
5. If you are selected you will be required to enroll in and complete ITDS 2795 before beginning employment. This is a 0 credit hour, self-paced course that will train you in the fundamentals of peer education.
6. Once you complete all of the above, the ACT director will initiate paperwork with HR. This will include a criminal background check.

Benefits

Tutors and peer leaders gain many personal and professional benefits. Some of those benefits include, but are not limited to, the following:

1. Continue to develop your own knowledge and skills.
2. Learn teaching and communication strategies for the workplace and the classroom.
3. Build your résumé for the job market, graduate school, and scholarships.
4. Receive funding for professional memberships and conference attendance (a résumé builder).
5. Earn pay above minimum wage.