HAWKEYE COMMUNITY COLLEGE

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:

Peer Tutor	*SI Leader*
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 explains 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

HAWKEYE COMMUNITY COLLEGE | Student Employee Application

APPLICANT INFORMATION

First Name   Last Name   Student ID Number

Current Address   City   Zip Code

Phone Number   Hawkeye Community College Email

Personal 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: _____

End Date: _____

Pay Rate: _____

☐ Return
☐ New Hire
☐ Work Study
☐ Other

☐ 11-00-03-61170-57200
☐ 11-00-03-61180-57200
☐ 22-00-00-29000-57000

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?
Kaili Benham
Academic Assistance Coordinator
Phone: 319-296-4029
Email: kaili.benham@hawkeyecollege.edu