

July 11<sup>th</sup>, 2014



*Norman Bethune College*

Dear Bethune College Students:

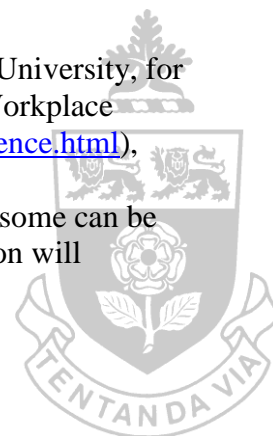
You are invited to apply for the position of Bethune College (BC) Peer Tutor (PT) for the Fall/Winter 2014-2015 terms. The deadline for submitting an application is **Friday, July 25<sup>th</sup>, 2014 at 9:00 am**. Please do not wait until the deadline, but submit your application ASAP to the following email [bctutor@yorku.ca](mailto:bctutor@yorku.ca) (please see application details below).

Below please find the specific roles, duties and responsibilities of the position. You can learn more about the current PT program at Bethune College by visiting <http://www.bethune.yorku.ca/tutoring>. Your ability to negotiate your way through the application process independently will be a necessary and essential condition for considering your application. The BC PT positions are *completely* volunteer-based.

Please follow the steps below if you have successfully completed one of the following courses with a *minimum* grade of **A** for the specific course you plan to peer tutor: BIOL 1000/1001, BIOL 2020/2021, BIOL 2040, CHEM 1000/1001, CHEM 2020, MATH 1013/1014, MATH 1025, MATH 1505, MATH 1019, MATH 1300/1310, PHYS 1010, PHYS 1420, CSE 1020/1030, CSE 1520. We encourage applications for all the above mentioned courses.

#### **Peer Tutors: Roles and Responsibilities**

1. Peer Tutors will hold a minimum of two Peer Tutoring hours per week at the Life Sciences Learning Common (LSB 104) for Chemistry and Biology courses, or in the Study Hall at Bethune College (BC 202) for all other courses (you may be able to tutor more than one course in a single shift).
2. Attend a Basic Peer Leadership Training Day (*1 full day; 9:00 am - 6:00 pm, held on Sunday, Sept 14<sup>th</sup>, 2014*); failure to undergo Basic Peer Leadership Training for any reason will disqualify the candidate.
3. In addition to the Basic Peer Leadership Training Day, Peer Tutors **MUST** attend a four-hour training session specifically designed for Peer Tutors to be held on the same day as Basic Peer Leader Training (this will encompass the latter hours of the training day). Failure to undergo the Peer Tutor Training for any reason will disqualify the candidate.
4. Peer Tutors **MUST** complete all the training modules required by York University, for example WHMIS I (<http://www.yorku.ca/dohs/training-whmis.html>), Workplace Violence Prevention (<http://www.yorku.ca/dohs/training-workplaceviolence.html>), Workplace Harassment Prevention for Non-Academic Employees (<http://www.yorku.ca/dohs/training.html>), or other applicable modules (some can be completed online). Failure to undergo the training modules for any reason will disqualify the candidate.
5. Attend a single 5 hour Academic Orientation Preparation Meeting (Tuesday, Wednesday, and Thursday August 26-28th, 2014, at 5 pm).



6. Attend one Academic Orientation session for incoming first-year students (~ 5 hours on Tuesday, September 2nd, 2014; either 8:00 am - 2:00 pm, or 1:00 pm - 7:00 pm).
7. Peer Tutors are required to attend PL/student Meet-n-Greet, Meet-the-Prof, and Open House events, to be held from September 2014–April 2015.
8. Peer Tutors will attend one hour weekly meetings with the PT Program Coordinator during the Fall/Winter 2014-2015 terms.
9. Peer Tutors will work closely with Senior PTs, the SOS Coordinators, and/or BC PT Program Coordinator.
10. Peer Tutors MUST be discreet in their interaction and communication with students visiting the Life Sciences Learning Common (LSB 104) and the Bethune College Study Hall (BC 202), and will be required to sign a Confidentiality Agreement.
11. Peer Tutors MUST partake in the construction of a PT Course Index for their tutored courses throughout the span of Fall/Winter 2014-2015 term(s).
12. Peer Tutors will collaborate with PASS Leaders and Class Representatives to understand the needs of students, as well as to coordinate the efficacious delivery of services to students.
13. Peer Tutors will contribute to the development of the SOS Study Tips resource guide for their tutored course(s) throughout the Fall/Winter 2014-2015 term(s).
14. Peer Tutors will sit in on BC Class Representative-sanctioned study sessions for their tutored course(s) throughout Fall/Winter 2014-2015 term(s).
15. Peer Tutors will keep track of the students they help and ensure all data collection procedures are followed.
16. Peer Tutors should consider the feedback by tutees and incorporate them in their sessions to improve the quality of PT services.

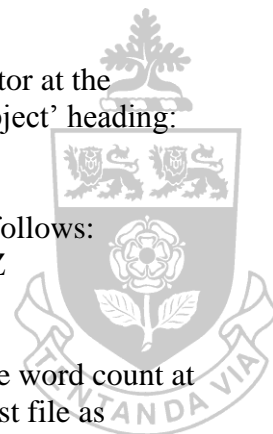
### **Peer Tutor: Application Process**

Applicants need to complete the following steps. Failure to follow these instructions will disqualify the applicants.

Submit the documents below in PDF format to the BC Peer Tutor Coordinator at the following email address: [bctutor@yorku.ca](mailto:bctutor@yorku.ca). Insert the following in the ‘Subject’ heading: **“BC PT Application”**.

a. ***Résumé/CV, maximum of 2 pages***. Name the résumé/CV file as follows: “FIRSTNAME LASTNAME – RESUME - DATE”, example: AZIZ McGUIRE – RESUME – July 20<sup>th</sup>, 2014.

b. ***Statement of interest, maximum of 500 words***. Please indicate the word count at the bottom of the statement of interest. Name the statement of interest file as



follows: “FIRSTNAME LASTNAME – STATEMENT OF INTEREST - DATE”, example: JAMES KHAN –STATEMENT OF INTEREST– July 20<sup>th</sup>, 2014”. The applicant must describe:

- 1- **Why** she/he would like to become a BC PT (and indicate the course(s) you would like to tutor),
- 2- **What relevant skills and strengths** the applicant possesses that she/he thinks would make her/him an excellent candidate,
- 3- **How** the candidate can contribute to improving and/or promoting the PT Program,
- 4- **Personal benefits** the applicant expects to gain from being a BC PT and,
- 5- **Which term(s)** the applicant currently expects or wishes to tutor in (Fall or Winter terms).

c. **Unofficial Transcript.** Attach a screen shot of your up-to-date unofficial transcript showing the grades for the courses you are planning to tutor. If you are just finishing your first year, you may still apply without your final grades. In the event that your application is successful, your acceptance as a PT will be pending your final grade(s) in the course(s) you wish to tutor.

If you are interested in applying for a Peer Tutor position, please send your résumé, statement of interest, and transcript of records all in **PDF format** to [bctutor@yorku.ca](mailto:bctutor@yorku.ca) no later than **Friday, July 25<sup>th</sup>, 2014 at 9:00 am**. Selected applicants will be contacted and must attend a mandatory interview tentatively to be held on **Friday, August 1<sup>st</sup>, 2014**.

Best wishes,

*Tanya Da Sylva*

Bethune College Academic Life Coordinator

Phone: 416-736-2100 ext. 33940

Email: [bcadvisr@yorku.ca](mailto:bcadvisr@yorku.ca)

