



Job Summary

The primary function of LASSO tutors is to provide excellent tutoring services to students currently enrolled at Oklahoma State University. Tutors are expected to display a passion for their subject area(s) and exhibit skill in reinforcing knowledge of course content while engaging students in their process of becoming independent learners through a variety of creative methods. LASSO tutors are held to the highest standard of professionalism and conduct and should always serve as model students. LASSO tutors work within a diverse university community and are expected to operate with high regard for all students and co-workers. Tutors are also expected to complete mandatory LASSO trainings throughout the academic year and assist the LASSO Center with organizational functions, as needed.

Basic Job Qualifications & Requirements

All LASSO Tutors must:

- Be a current undergraduate student at Oklahoma State, a current graduate student at Oklahoma State, or a recent graduate from Oklahoma State University in good standing
- Meet the employment criteria set by the University
- Have a minimum 3.0 cumulative GPA in 30 or more completed credit hours
- Have completed a minimum of 12 credit hours at Oklahoma State (except for graduate students)
- Have an “A” or “B” earned in every course for which you are tutoring, with an “A” being strongly preferred
- Be available for tutoring sessions a minimum of 5 hours per week
- Complete a hiring interview with the Tutoring Coordinator
- Attend and participate in all mandatory tutor trainings

Key Job Responsibilities

- Work collaboratively with students to encourage independent learning
- Assist students with the acquisition of student success skills (study skills, learning strategies, etc.)
- Create and manage a positive learning environment for students
- Adhere to all University and LASSO policies & procedures
- Act in a professional manner at all times
- Manage and maintain your tutoring schedule responsibly
- Check e-mail and tutor tracking system daily and respond accordingly
- Communicate with students and staff regarding schedule changes & cancellations
- Complete paperwork (timesheets, self-evaluations, etc.) in a timely manner
- Maintain academic integrity
- Keep current on your subject/content area(s)
- Be available for LASSO Center initiatives (ex. promotion/canvassing), as needed



PEER TUTOR APPLICATION PACKET

LASSO Center, 021 Classroom Building

405-744-3309

Peer Tutor Pay Scale

- Undergraduate students (employed with LASSO for less than one academic year): **\$9.00/hour**
- Undergraduate students (employed with LASSO for one academic year with all training requirements completed): **\$10.00/hour**
- Graduate students and recent graduates: **\$10.00/hour**

The following materials must be fully completed and submitted together for your application to be considered:

1. An application form
2. Your current resume
3. Your unofficial OSU transcript and/or transcripts from other institutions you've attended
4. A reference form filled out by an OSU faculty member or your OSU academic advisor
 - Contact tutoring@okstate.edu if you would like to request an alternative reference method.
 - Your reference has the option to mail your form in to our office. It is your responsibility to make sure that this form has been submitted. Your application will not be complete until all components are received.

Once **ALL** of your application materials have been submitted, your application will be reviewed to determine whether you meet our qualifications and whether your course offerings are a strong match for our current needs. You will receive notification via e-mail **within 10 business days** letting you know whether or not we are interested in interviewing you for a peer tutoring position for the current semester.

Application materials can be submitted:

In person to
The LASSO Center
Oklahoma State University
021 Classroom Building
Stillwater, OK 74078

By mail to
The LASSO Center
Oklahoma State University
214 Student Union
Stillwater, OK 74078

OR, you can submit your application materials (with the exception of the reference form) to: tutoring@okstate.edu. Please remember to include your application form, resume, and transcript(s) as attachments if you use this delivery method. A reference form is still required in order for your application to be considered complete if you choose to apply via e-mail.

If you have questions about applying, please contact:

Scott Alexander, Coordinator for Tutoring and Supplemental Instruction
405-744-5020
tutoring@okstate.edu



PEER TUTOR APPLICATION FORM

LASSO Center, 021 Classroom Building

405-744-3309

****PLEASE ATTACH YOUR RESUME, REFERENCE FORM & UNOFFICIAL COPIES OF ALL TRANSCRIPTS****

Name		CWID	
Street Address/Apt #			
City	State	Zip Code	
Best Contact Number	E-Mail Address		
Major	Cumulative GPA	GPA in OSU Coursework	
Classification: (Select one)			
Freshman	Sophomore	Junior	Senior Graduate Student
Do you currently work for OSU? (Select one) YES NO	If working for OSU, where do you work?	If working for OSU, how many hours are you working?	
Are you currently enrolled at OSU? (Select one) YES NO	When do you plan to graduate from OSU?	How many credits have you completed at OSU?	If you are an international student, what is your visa type?
Do you have prior tutoring experience? If yes, please describe and include subject(s) tutored and year(s) tutored.			
Briefly state why you want to be a tutor for the LASSO Center.			



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Times Available to Tutor

Tutoring is available Monday—Wednesday, 8AM—9PM, Thursday—Friday, 8AM—6PM, & Sunday 12PM—6PM. Please clearly mark time(s) available with an “X”.

	8-9	9-10	10-11	11-12	12-1	1-2	2-3	3-4	4-5	5-6	6-7	7-8	8-9
Sunday													
Monday													
Tuesday													
Wednesday													
Thursday													
Friday													

Course(s) You Have Taken in Which You Would Like to Tutor

Please list courses using both prefix and number (ex. MATH 1513). It is strongly preferred that you have taken the course at OSU and earned an “A”. “B” grades and courses taken at other institutions will be considered on an individual basis. If you list a course you’ve taken at another institution, please provide the OSU course equivalent. Writing out the course name (ex. College Algebra) is not acceptable.

Course	When Taken	Where Taken	Grade Received

***Additional courses can be included by attaching a separate page with the required information.**

The information provided on this application is true and correct to the best of my knowledge. I grant permission to LASSO staff to verify my reference(s).

Signature

Date

*This application form is two pages.



To Be Filled Out by the Applicant:

Applicant Name (please print): _____

I hereby request that _____ (**Reference Name**) provide the following reference information on my behalf in support of my application to become a LASSO Center Peer Tutor. In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA),

I **WAIVE** / **DO NOT WAIVE** my rights to view this letter of reference.

I am being considered for a peer tutor position for the following courses:

Applicant Signature: _____ **Date:** _____

To Be Filled Out by the Reference:

You have been asked to fill out this recommendation form for the above individual who is pursuing employment as a Peer Tutor for the LASSO Center. The LASSO Center Tutoring Program provides individualized, one-on-one tutoring to OSU students in over 400 courses offered by the University.

Name of Reference: _____ **Date:** _____

E-Mail: _____ **Phone:** _____

1. How long and in what capacity have you known the student?

2. Please rate the applicant on the following criteria:

	Exceptional	Above Average	Average	Below Average	Cannot Evaluate
Mastery of course content					
Able to relate to diverse others					
Able to act responsibly					
Able to communicate effectively					
Able to apply problem-solving skills					
Able to model outstanding student behaviors/skills to others					
Able to challenge & motivate others					
Able to employ leadership skills					



3. Please describe the applicant's characteristics and/or qualifications that you feel would make them an effective peer tutor.

4. Please provide any observations of the applicant that you feel would limit their ability to work effectively with students.

5. Please select one of the following:
 - a. I highly recommend this applicant as a peer tutor for the LASSO Center.
 - b. I recommend this applicant as a peer tutor for the LASSO Center with reservation.
 - c. I do not recommend this applicant for the position of peer tutor for the LASSO Center.

6. Please provide any additional comments that you feel are pertinent to the evaluation of this candidate's application.

The above recommendation is based on my best judgment. I am willing to be contacted for further discussion of this evaluation.

Reference Signature: _____ Date: _____

Thank you for taking time to complete this reference form. Please return this form to the applicant in a **sealed envelope with your signature over the seal**. If you prefer to mail this form or if you have any questions or concerns, please direct to:

Scott Alexander
Coordinator, Tutoring and Supplemental Instruction
LASSO Center
214 Student Union
Stillwater, OK 74078
405-744-5020
tutoring@okstate.edu