

## PEER TUTOR APPLICATION PROCESS

### **Benefits of Tutoring:**

- ❖ Tutors achieve international certification through the ALC tutor training
- ❖ Increase your own knowledge of the course material and confidence in yourself
- ❖ Leadership opportunities available within the tutoring program
- ❖ Flexible schedule & fun work environment
- ❖ Social events & recognition opportunities
- ❖ Opportunity to connect with faculty in a professional setting
- ❖ Help students reach their academic goals through weekly tutoring sessions
- ❖ Become a mentor to your peers and a leader on campus
- ❖ Excellent resume builder

### **Tutor Training:**

- ❖ All Peer Tutors receive 12-13 hours of training during the first semester. Tutors will be training and tutoring simultaneously in the first semester.
- ❖ Training is offered each semester and includes large group meetings, smaller group workshops, web-based training, and reading of scholarly tutoring/learning materials.
- ❖ Training leads to international certification by the College Reading and Learning Association ([www.crla.net](http://www.crla.net)).

### **Application Process:**

1. Complete the Peer Tutor Application using the online 'Application' link, which will direct you to apply through the college's [Handshake website](#). The position title to apply for is **ALC Student Tutor**.
2. Contact faculty to request that they complete the faculty recommendation form for the course(s) in which you would like to tutor. The link to the online form is <http://archive.albright.edu/academics/alc-faculty-recommendation.html>. Please include the online recommendation form link when emailing faculty.
3. Contact the ALC to confirm if all recommendations have been received and schedule an interview.
  - a. Email [academiclearningcenter@albright.edu](mailto:academiclearningcenter@albright.edu) and phone number 610-921-7662
  - b. Office Hours Monday through Friday 8:30am-4:30pm (Summer Hours Monday through Thursday 8:30am-4:30pm Fridays 8:30am-12:30pm)

**Please feel free to visit the Academic Learning Center office, located in Teel Hall 309A, with any questions.**