Pirate Tutoring Center
Lead Tutors Position Overview
The Pirate Tutoring Center offers peer tutoring sessions on Monday, Tuesday and Wednesday evenings, 6:30pm to 9pm in Joyner Library and daytime tutoring M-F at the PTC main office.

Lead Tutor Job Description
- Lead Tutors will work in their most qualified subject area(s) (a student must have earned an A to be qualified to tutor in the subject).
- Tutors will primarily work one-on-one with students to help with the comprehension of course material and study skills development.
- Some small group sessions may be held based on student need
- Lead Tutors will conduct test prep sessions and final exam sessions
- New Lead Tutors will be required to enroll in ADED 3500, a peer tutor training course.

Lead Tutor Hours:
- Lead Tutors will be required to work:
  6 hours per week which shall include two 6:00pm to 9pm shifts or 10 hours per week which shall include two 6:00pm to 9pm shifts per week and 4 daytime appointment hours.

Lead Tutor Pay:
- Lead Tutors are among the only paid tutors at the PTC and pay is based on service time held at the PTC.

Minimum Qualifications
- Must be an ECU student, graduate or undergraduate upper classman:
  - Have Minimum GPA of a 3.5.
  - Successfully completed a minimum of 30 semester hours at ECU. (preferred)
  - Must be a full time student undergraduate or graduate student.
  - Must have earned at least an A in the courses identified for tutoring and have taken those courses at East Carolina University (if an undergraduate student applicant).
  - Must have excellent communication skills and be able to work with students from diverse backgrounds with varied skill levels.
  - Previous tutoring experience is valued but not required. Training will be provided.

LEAD Tutor Applications and Selection
Students interested in tutoring should submit a completed: (by Monday, August 15 if possible)
1. Lead Tutor Application
2. Faculty reference in desired tutoring area
3. Transcripts if not at ECU
Submit paperwork to the Pirate Tutoring Center located at Suite 1015 on the 1st floor of Joyner Library: Attention: Elizabeth Coghill
Students with additional questions should contact Elizabeth Coghill at 737-3009 or by email at coghille@ecu.edu.
Pirate Tutoring Center
“Pirates Helping Pirates Succeed”

PTC Lead Tutor Application 2011-2012

Name: _____________________________  Banner ID: B____________________

ECU email: ___________________________  Cell Phone: (___) __________________

Local Mailing Address: ______________________________________________________

Permanent Mailing Address: __________________________________________________

Major: _____________________________  Minor (if applicable): ________________

Classification (circle one):  Freshman Honors student  Soph  Junior  Senior  Graduate

Cumulative GPA: __________________  Student organizations __________________________

Tutoring Possibilities

Please circle the Lead Tutor position desired and the courses in which you have made an A and feel qualified to tutor. Only check courses which you have completed here at ECU (transfer work and placement credit/Advanced Placement credit DO NOT count unless you are a graduate student applicant)

<table>
<thead>
<tr>
<th>Lead Tutor Position Desired</th>
<th>Department Prefix</th>
<th>Course Number (Circle the Course)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business (3 positions/ 10 hours/week)</td>
<td>ACCT  MATH</td>
<td>2401  2521  1066  2283</td>
</tr>
<tr>
<td>Biology (2 positions/ 10 hours/week)</td>
<td>BIOL</td>
<td>1050  1060  1100  1200  2140  2150</td>
</tr>
<tr>
<td>Chemistry (3-4 positions/10 hours/week)</td>
<td>CHEM</td>
<td>0150  1150/1160  1120/1130  2750/2760</td>
</tr>
<tr>
<td>Economics (2 positions/ 10 hours/week)</td>
<td>ECON</td>
<td>2113/2133</td>
</tr>
<tr>
<td>Math (3 positions/10 hours/week)</td>
<td>MATH</td>
<td>0045  0001  1065  1066  1083  2121  2122  2151  2152  2171  2172  2173  2283</td>
</tr>
<tr>
<td>Physics (2 positions/ 10 hours/week)</td>
<td>PHYS</td>
<td>1250  1260</td>
</tr>
<tr>
<td>Geology (1 position/10 hours/week)</td>
<td>GEOL</td>
<td>1500  1550  1700</td>
</tr>
<tr>
<td>Discipline</td>
<td>Code</td>
<td>Courses</td>
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<td>-----------------------</td>
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<tr>
<td>Psychology (1 position/ 10 hours/ week)</td>
<td>PSYC</td>
<td>1000 2101</td>
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<tr>
<td>History (1 position/ 6 hours/week)</td>
<td>HIST</td>
<td>1030 1031 1050 1051</td>
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<tr>
<td>Spanish (1 position/ 6 hours/week)</td>
<td>SPAN</td>
<td>1001 1002 1003 1004</td>
</tr>
<tr>
<td>Anthropology (1 position/ 6 hours/week)</td>
<td>ANTH</td>
<td>1000</td>
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<tr>
<td>Geography (1 position/ 6 hours/week)</td>
<td>GEOG</td>
<td>1000 1300</td>
</tr>
<tr>
<td>Sociology (1 position/ 6 hours/week)</td>
<td>SOCI</td>
<td>2110</td>
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<tr>
<td>Front Desk (1 position 10 hours per week)</td>
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</tbody>
</table>

**Faculty Recommendations**

Please submit the names of faculty members who have instructed you in the discipline you are applying to tutor. Only one faculty member is required per discipline. Pirate Tutoring Center staff will be contacting the faculty listed for recommendations.

Name: ______________________  Department: __________________  Email: _____________
Name: ______________________  Department: __________________  Email: _____________
Name: ______________________  Department: __________________  Email: _____________

**Federal Work-Study:**

Are you a recipient of federal work study employment?  ___Yes  ___No  ___Not Sure

**Other Work Commitments:**

Do you work elsewhere on- or off-campus?  ____ Yes  ____ No
What hours do you work and where?  ________________________________

**Statement of Understanding**

I affirm that the information I have submitted to be true and correct. I also understand that the Pirate Tutoring Center will review my academic transcript for verification of the above information and will be contacting any faculty members I have provided.

Signature: ___________________________  Date: _________________