



**Student Programs & Engagement**

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POSITION TITLE: Peer Tutor

DEPARTMENT: Learning Resource & Career Center

SUPERVISOR: Director - Lisa Sandoval

RATE OF PAY/HOURS: \$20.90 / 15 HOURS MAX PER

**WEEK Duties:**

- Tutor students one-on-one and in groups in the subject areas for which hired
- Provide customer service and assist with daily operations of Learning Resource & Career Center (opening/closing of center, answer telephone calls, maintenance of environment and resources)
- Work closely with LRCC supervisory staff to provide quality resources such as Food Pantry
- Follow weekly tutor schedule
- Participate in tutor trainings
- Document lessons/content discussed in each tutoring session
- Assist with New Student Orientations
- Work with each student to review or establish tutoring goals
- Assist students to learn how to access eTutoring and other electronic/online study resources
- Attend periodic LRCC staff meetings
- Work with other RTC Student Leaders on the Associated Student Government making club, budgetary, and policy decisions.

**Minimum Qualifications**

- 3.0 cumulative GPA (B's or better in the subjects you'd like to tutor) + instructor recommendation letter
- Currently enrolled in college-level coursework or College and Career Pathways classes
- Must have ability to work with others in a helpful and courteous manner, work independently, and follow verbal/written instructions.

**Educational Benefits**

- Learn practical, transferrable leadership skills including presentation skills, time-management, group facilitation, etc.
- Participate in projects/activities designed to increase cultural competency, interpersonal communication skills and help identify personal leadership style/core values
- Identify continued role as an RTC Student Leader

**To apply – Submit completed application to LRCC Career Services**

(Room: C-102; E-Mail: Lisa Sandoval lsandoval@rtc.edu; Phone: 425.235.6616)

- Resume
- Academic Transcripts - Unofficial or Official
- Instructor Letter of Recommendation (for each subject/topic you would like to tutor)

Renton Technical College provides equal opportunity in education and employment and does not discriminate on the basis of race, color national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veterans or military status, or use of a trained guide dog or service animal.



RENTON  
TECHNICAL  
COLLEGE

# Learning Resource & Career Center

## LRCC Peer Tutor Application

### Applicant Information

Full Name: \_\_\_\_\_ Student ID: \_\_\_\_\_  
Last First M.I.

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Desired Start Date: \_\_\_\_\_ Desired Hours (17 max): \_\_\_\_\_

Enrolled Program: \_\_\_\_\_ Primary Tutoring Area: \_\_\_\_\_

Are you eligible for Work Study? Yes ☐ Unknown ☐ No ☐ Secondary Tutoring Area: \_\_\_\_\_

Language(s) Spoken: \_\_\_\_\_ Other relevant certifications: \_\_\_\_\_

### Education

High School: \_\_\_\_\_ City, State: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you Graduate? YES ☐ NO ☐

College: \_\_\_\_\_ Location: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you Graduate? YES ☐ NO ☐ Degree: \_\_\_\_\_

### RTC Instructor Information

Instructor Name: \_\_\_\_\_ Room #: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Desired Schedule


### Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_