

**Tokyo International University of America**  
**Fall 2017 Tutor Application (for Spring 2018)**

Date of Application: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Academic Major/Minor: \_\_\_\_\_

Year at Willamette: \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_

WU ID#: \_\_\_\_\_

Tutors are expected to work up to 6.5 hours per week in the Kaneko Learning Center (KLC) located in on the first floor of Kaneko. Tutoring will take place from 6:30PM – 9:30PM Sunday through Thursday. Tutors will be hired to start in February 2018. A mandatory training/orientation will be held on **Friday, February 2, 2018**.

Please return this **application** and attached **background waiver**. Also please supply a **sample of your academic writing**. *A copy of an essay you have written for a class would be sufficient.* Something less than 10 pages is preferable, but longer is permitted.

All application materials should be turned in to the TIUA receptionist's desk or to Prof. Jipping directly (216 Kaneko) **by Friday, November 3, 2017**. *Hiring decisions will be made during the first two weeks of December.*

Are there any hours within this range when you will NOT be available or any special time conflicts that we should be aware of? Please specify:

Please explain why you are interested in being a tutor for TIUA students (Please attach a statement).

*Beginning with the most recent*, describe any experience you have had learning a foreign language or living/traveling overseas.

*Beginning with the most recent*, describe any prior tutoring experience you have had?

Describe other prior work experience you have had:

Describe other special skills or interests that may be related to this position:

References (please list 2 - 3 Willamette or TIUA faculty or staff who can be contacted as references. **One** of these references should **be a professor in your major field of study** who has taught you or worked with you in some way.

Name	Contact Information (phone # or e-mail)	Relationship
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1)

2)

3)

Describe any other information about yourself that may be relevant to this position:

**Tokyo International University of America**

**TIUA Academic Peer Tutor Basic Duties**

- (a) Work closely with the TIUA faculty in the Kaneko Language Center.
- (b) Maintain regular hours in the Kaneko Language Center and meet with students to provide English language learning assistance.
- (c) Maintain information on student attendance and student progress at tutoring sessions in the form of a weekly report.
- (d) Provide information to the TIUA faculty and your supervisor about any serious problems students may be experiencing.
- (e) Maintain regular communication with TIUA faculty, as needed, in an effort to better serve the needs of students.
- (f) Work with students to help them understand the academic culture of Willamette University.
- (g) Work with students to help them develop better study skills and time management skills.
- (h) Work with students to develop better English language skills in academic listening, speaking, reading, writing, grammar and vocabulary development. Work with students to better understand and succeed in their elective classes.
- (i) Treat students with empathy and respect at all times.
- (j) Adhere to all the policies of TIUA and Willamette University, including the ethics statement and all drug/alcohol policies.
- (k) Attend tutor training sessions prior to the beginning of each semester.
- (l) Attend weekly tutor meetings.



**TIUA Peer Tutor Program  
Background Waiver**

I authorize Tokyo International University of America (TIUA) to conduct a routine inquiry of my references, Willamette University conduct records, and my grade point average during the processing of my application, in order to provide necessary information in determining my eligibility for employment. I further understand that for evaluation purposes, this information will be shared with members of the selection committee.

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Applicant's signature

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Date

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Print name