

Please PRINT & submit directly to CAE coordinator!



# Writing Center Peer Tutor Application

## Information

Legal Name

Nickname (if any)

Mills ID #

Cell (or Local) Phone Number

Mills Email Address

What is your class level?  Freshwoman  Sophomore  Junior  Senior  Graduate

Major

Minor

Cumulative GPA *NB*: Cumulative GPA 2.8 required

Are you College Reading and Learning Association (CRLA) certified? If so, which level?  Level 1  Level 2  Level 3 (Certificates must be presented)

Do you wish to pursue CRLA certification?  Yes  No

Have you previously attended Saturday training?  Yes  No *NB*: Training is for new tutors only!

Breakfast & Lunch dietary requirements:  Vegetarian  Vegan  Other: \_\_\_\_\_

## Faculty Recommendation

This must be a faculty member who is familiar with your writing style and is confident of your role as a Writing Center Peer Tutor.

Professor

Department (E.g. Sociology)

CAE

Professor's Phone Number

Professor's Email

No email or mailed applications are currently being accepted

## Writing Sample

Please answer all of the questions below in a short, typed essay (please integrate all of your answers into a single essay) of no more than 750 words. Single-spacing is fine; make sure you put your name on the essay and attach it to this cover sheet. In addition to the content of your answers, we will be evaluating the form, accuracy, and clarity of your writing, so please take time to proofread.

1. Why do you want to work in the CAE Writing Center?
2. What experience, insight, and skills do you hope to pass on to the students with whom you work in the Center for Academic Excellence Writing Center? If a fellow student in your field asked you why effective writing is important to your (and her) major, what would you tell her?
3. What kind of feedback have you found most useful on your own writing, and why? How might you incorporate this experience into your own tutoring approach?

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Signed

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Date

You must have met all of these requirements to be eligible for hire.  
Follow the instructions carefully!



# Writing Center Application Checklist

Please note that all of this information is for this employment opportunity only. It is independent of all other present and future campus employment and is also valid only for this semester. The CAE is open during the semester from M-F 9am-5pm.

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**Name:** \_\_\_\_\_

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## CENTER FOR ACADEMIC EXCELLENCE

Your application must be complete when submitting. If you decide to add courses to your application then you need to amend your application that is currently on file with the CAE.

Application received:

\_\_\_\_\_  
CAE Coordinator Signature

\_\_\_\_\_  
Date

You must receive a Professorial recommendation. We will be confirming your references with them when we have received your application.

Professorial recommendation:

\_\_\_\_\_  
CAE Coordinator Signature

\_\_\_\_\_  
Date

When this information is complete, CAE will submit your information to Workstudy. While we strive very hard to employ every student, there may be reasons in your financial status where this is not possible. We will contact you to keep you informed. This part of the process can take a week to complete. Please note this is a separate agreement to any others you may have obtained on campus.

When you have been approved you will receive a CAE email. Go to the M center, pick up your agreement, and then deliver it to the CAE. Please make sure you have correctly filled out all of the information. We highly recommend using your banner ID over your social security number.

Workstudy agreement received by CAE:

\_\_\_\_\_  
CAE Coordinator Signature

\_\_\_\_\_  
Date

When your agreement has been signed by the director, you will receive another email to pick this up from CAE. You will also be asked to pick up a number of other pieces of information.

Workstudy agreement picked up from CAE:

\_\_\_\_\_  
CAE Coordinator Signature

\_\_\_\_\_  
Date

Handbook &/or Employment packet picked up:

\_\_\_\_\_  
CAE Coordinator Signature

\_\_\_\_\_  
Date

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## PAYROLL

Personally submit your Workstudy agreement, W4 and I9 to payroll. They will ask for evidence of your eligibility to work, i.e. your social security number and, if applicable, your work visa. If you are an international student it is advised that you start the paperwork as early as possible and discuss with DSL your eligibility. Your information on record with payroll must be renewed each year. Payroll is located in Sage hall and operates from 8am to 5pm. They must sign your paperwork by 5pm two days before training. Failure to do so means we cannot train nor hire you.

Workstudy agreement received, and paperwork complete:

\_\_\_\_\_  
Payroll Signature

\_\_\_\_\_  
Date

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## CENTER FOR ACADEMIC EXCELLENCE

Please read through the Peer Tutor agreement and let us know if you have questions. You are expected to abide by all the guidelines set forth. If you do not your contract may be terminated. Submit the following information. If you have been a Peer Tutor previously you may ask the staff at CAE for your past photograph but it is your responsibility to do so.

WC Peer Tutor agreement turned in:

\_\_\_\_\_  
CAE Coordinator Signature

\_\_\_\_\_  
Date

Open hours:

\_\_\_\_\_  
CAE Coordinator Signature

\_\_\_\_\_  
Date

WC Peer Tutor Profile:

\_\_\_\_\_  
CAE Coordinator Signature

\_\_\_\_\_  
Date

Student attended previous Saturday training:

\_\_\_\_\_  
CAE Coordinator Signature

\_\_\_\_\_  
Date

Saturday training starts at 8:30am with breakfast. Lunch will be provided. To stay in compliance with California work code, you must submit a meal break waiver. This waiver signifies that you received these meal breaks.

Student attended Saturday training:

\_\_\_\_\_  
CAE Coordinator Signature

\_\_\_\_\_  
Date

Meal break waiver submitted & signed:

\_\_\_\_\_  
CAE Coordinator Signature

\_\_\_\_\_  
Date

Thank you for your cooperation