Application for Peer Consultant Position in the Colgate Writing & Speaking Center

Hardcopies of the following materials should be submitted by 5:00pm on the Friday before Spring Break (March 11, 2016). Please print all documents single-sided and do not staple any pages together. Enclose your materials in a manila envelope or attach them together with an easily removable clip. Deliver to the mailbox of Professor J. Lutman in 213 Lathrop Hall.

ALL APPLICANTS (for a writing OR speaking consultant position) must submit:

• A completed application cover sheet (see reverse) listing the names of two references at Colgate. You do not need to ask references to write letters for you.

• A résumé or a neatly formatted list of your jobs, awards and honors, and extracurricular activities, including any you are currently involved in on campus. Please note that senior peer consultants in the center will view this document; if you do not wish to disclose your GPA, do not include it.

• A statement of interest. This is perhaps the most important document in your application. It should be an essay of no more than 1,000 words (printed single-sided) explaining why you want to become a tutor and describing the kind of tutor you believe you would be. We look for statements that give us a sense of your personality as well as your motivation for this competitive position. We also, of course, look for strong writing.

• Employment in the center requires a 3.0 minimum GPA. The director therefore requests either an official academic transcript from the Registrar’s office (McGregory Hall) OR permission to review your academic record through DegreeWorks. By signing below, you assent to the following statement and you will not then need to request a transcript: “I hereby grant Professor Jennifer Lutman permission to review my academic record online through DegreeWorks, including my courses, grades, and cumulative GPA.” Only Professor Lutman will view your academic record, and she will not share its details with anyone.

Signature: ________________________________ Date: ________________

APPLICANTS FOR A WRITING CONSULTANT POSITION must also submit an academic writing sample:

• In addition to submitting the materials above, e-mail an academic writing sample to Professor Lutman (jlutman@colgate.edu) by the deadline. This sample should be a paper you submitted for a class, and in your e-mail you should quote the original prompt or briefly describe the assignment. The paper should demonstrate analytic writing skills; please do not submit fiction, poetry, or other creative writing genres. Submit the essay as you originally submitted it for a grade (do not edit it). If you wish to explain changes you would make to your paper now, you are invited to do so in your accompanying e-mail.

Incomplete or late applications will not be considered. If you are studying abroad or have any questions, contact Professor Lutman at (315) 228-7376 or jlutman@colgate.edu.
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Name ________________________________ Student ID# ________________________________

E-mail ________________________________ Phone ________________________________

Expected year of graduation ________________________________ Date of birth ________________________________

Colgate Mailbox # ________________________________ Major(s) / Minor (if declared) ________________________________

Are you interested in working as a writing consultant, a speaking consultant, or both?

Indicate approximately how many hours per week you would like to work (min 5; max 12): ________. Please note that you must work at least one regular evening shift each week; do not apply if you will be unavailable for evening work.

Provide the names of two Colgate professors and/or job supervisors as references. Letters of recommendation are not required.

Professor’s or supervisor’s name: ________________________________ Course/semester (e.g., Core Russia/ Fall 2014) or job: ________________________________

____________________________________

Please submit this cover sheet with the rest of your required materials as described on the opposite side of this page.