



# Now hiring Peer Mentors/Tutors!

For more information, visit our website at:  
<http://www.wmich.edu/multicultural/stem>

## Are you committed to helping students:

- Improve their GPAs?
- Develop study/test-taking skills?
- Learn time management techniques?
- Succeed in college?

## Are you able to:

- Keep your schedule flexible?
- Meet with students when and where it is convenient for them?
- Provide private 1-on-1 tutoring?
- Conduct open group tutoring sessions?
- Be prompt and thorough in responding to messages?
- Lead by example?
- Assist with event planning?

If you answered yes to these questions, you should apply!

**Pay Rate:** \$8.73/hr, approximately 10 hrs/wk

**Application Packet:** Completed application form (downloadable from website), resume, two letters of recommendation, and an unofficial transcript.

**Contact:** Ms. Vunsin Hiew Doublestein, Director  
 vunsin.h.doublestein@wmich.edu  
 (269) 387-3316  
<http://www.wmich.edu/multicultural/stem>

## Major duties and responsibilities

- Provide peer mentorship, academic review, tutoring, and referral services to students in a group and/or individual setting.
- Meet with assigned students on a weekly basis and maintain student progress reports.
- Assist students in developing a personalized academic plan and schedule building; facilitate the development of study skills and time management techniques in students.
- Participate consistently in appropriate follow-up, documentation, and evaluation activities.
- Be available to assist students during mid-term and final exam weeks.
- Maintain frequent and regular contact with STEM staff and participants.
- Attend specific subject area meetings with other peer mentors/tutors.
- Attend all scheduled activities, events, and meetings related to STEM.
- Assist in planning, organizing, and publicizing STEM events.
- Meet bi-weekly with the STEM Director to touch base and conduct a periodic performance review.

## Minimum Requirements

- A cumulative GPA of 3.5 or better OR a cumulative GPA of 3.0 or better AND at least a BA in the courses for which tutoring will be provided.
- Enrolled as a junior, senior, or graduate student.
- Have completed at least one semester at WMU or be able to provide a WMU Transfer Credit Evaluation report.
- Able to provide tutoring and demonstrated academic proficiency in selected subject area(s).
- Proficient in spoken and written English.
- Familiar with the U.S. education system at the high school and college (undergraduate) levels.
- Demonstrated interest in and commitment to helping students succeed in college.
- Able to commit a minimum of 10 hours per week for at least one academic year.
- Possess and portray excellent communication, leadership, organization, and multi-tasking skills.

The Division of Multicultural Affairs' STEM Program is designed to promote student success through increased acceptance rates into undergraduate students' intended majors and increased college graduation rates of students. The DMA STEM Program provides free one-on-one tutoring for many lower-level courses (1000 and 2000 levels) and selected upper-level courses (3000 and 4000 levels). In addition to tutoring, we provide students academic support through mentoring, counseling, multicultural activities, educational seminars, career and graduate school planning, and other resources to enhance their education and college experience, as well as to enable them to achieve a post-secondary degree.

The DMA STEM Program strives to ensure that all students are given the full opportunity to discover and develop their talents, interests, and unique potential, and to provide a learning-centered and student-centered environment that presents the context for intellectual, cultural, professional, and personal growth during the college experience. Each student will learn to become an independent, confident learner and develop good study habits and time management skills.

The DMA STEM Program is funded by the State of Michigan Department of Energy, Labor, and Economic Growth King-Chavez-Parks Initiative.