



ACADEMIC YEAR 2025- 2026
LEARNING CENTER TUTOR/PEER MENTOR TUTOR APPLICATION INFORMATION

Thank you for your interest in becoming a Learning Center Tutor or Peer Mentor Tutor. The Learning Center at Clackamas Community College offers a welcoming environment for students to get the academic support they need. The Oregon City tutoring center is located in the Dye Building on the Oregon City campus and offers a variety of computer labs, tutoring, and academic services. It is an open and accessible space, and inspires people to engage in lifetime learning. The Learning Center offers online tutoring in most subject areas, as well as a second tutoring lab located on the third floor of Harmony West.

Hiring Process and Timeline:

We typically hire a cohort of tutors during spring term for the following academic school year. If you are planning on returning to CCC during the 2025 - 2026 school year and are interested in becoming a tutor in Math, Writing, Technology, and/or Business, please refer to the following information and the application link is provided below.

About the Peer Mentor Tutors:

- Compensation - Hourly Rate (student worker rate set by HR) and/or Tuition Waivers
- Math Peer Mentor Tutors provide specialized support in assigned classes (in-class assistance or study group)
- Writing Peer Mentor Tutors are embedded in classes and do not provide study groups
- Tutor drop-in students in lab and/or one-on-one appointments with students
- Attend weekly meetings with Lab Coordinator

About the Learning Center Tutors:

- Compensation - Hourly Rate (student worker rate set by HR) and/or Tuition Waivers
- Assist drop-in students in specific subject area and/or one-on-one appointments with students
- Some subject areas offer online tutoring options
- Attendance at weekly meetings with Lab Coordinator is optional

Minimum Qualifications:

- Enrolled in at least 1 credit at CCC (enrollment requirement waived in summer term).
- 3.00 GPA
- Successful demonstration of writing competency with competition of the Writing 121 course with at least a B grade if you are applying for a Writing Tutor Position
- Successful demonstration of math competency with competition of Math 112 (Trigonometry) course with at least a B grade if you are applying for a Math Tutor Position.

- Successful demonstration of computer competency with competition of CS 120 or BA 131 or equivalent course with at least a B if you are applying for a Technology/CS Tutor Position
- Successful demonstration of accounting competency with competition of BA 111 or equivalent course with at least a B if you are applying for an Accounting Tutor Position
- Successful demonstration of subject competency with competition of relevant subject courses with at least a B if you are applying for any other subject not listed.

Preferred Qualifications:

- 3.25 GPA or higher
- Successful demonstration of math competency with completion of Math 112 (Trigonometry) course with at least an A grade if you are applying for a Math Tutor Position.
- Successful demonstration of math competency with completion of Math 251 with an A or a B grade if you are applying for a Math Tutor Position.
- Successful demonstration of writing competency with competition of WR 122 or WR 227 with an A or B if you are applying for a Writing Tutor Position.
- Completion of appropriate classes (as determined by CCC department chair of that subject area) with preferably an A.
- Some positions may require bilingual language skills (for example Spanish/English), to be determined at the time of hire.

We will verify relevant class grades to determine that applicants meet our academic qualifications.

Note: No letters of recommendation are required, however we do contact instructors listed on the application as part of the application screening process.

2025-26 Academic Year Selection Process and Due Dates:

- Completed applications via [Neogov](https://neogov.com) will be accepted through the end of day **May 5**.
- Applications will be reviewed and, if selected, you will receive an email to schedule an individual interview. All individual interviews will take place prior to **May 26**.
- Applicants who are chosen to be part of the Learning Center Team will be notified via email by 4pm **June 2**.
- If hired, a few required steps will need to be taken before beginning in Fall term. Please check your email regularly and complete tasks promptly.
- **Required meetings for all tutors:**
 - o Paid Tutor Fall Term Meeting (in person): Friday, **September 26** from 9:00am – 3:00pm
 - o Free Tutor Professional Training Course (HD 130 in person): Fridays, **October 3, 10, 17, 24 and 31** from 10:00am – 12:00pm

Questions: Contact Josh Aman, josh.aman@clackamas.edu, 503-594-3070