



**EQY**

**PEER COACH  
APPLICATION  
PACKET**

**Lake Tahoe Community College Equity Program**

**Class Title:** Equity Peer Coach

Under the direction of the Equity Director and assistant, a peer coach provides tutoring and support services to socially or economically disadvantaged, and/or at-risk college and high school students with diverse learning styles. Coaches also represent the EQY office on and off campus at events and during outreach opportunities.

**Eligibility & Expectations:**

- Coaches must be able to commit one hour a week to mentor students
- Coaches must be at least in their 2<sup>nd</sup> year at LTCC
- Must have and maintain a 2.0 or above GPA
- Provide information, advice, support and encouragement to student mentees.
- Help students stay motivated.
- Help students understand course material.
- Help students prepare and study for quizzes, exams, and projects.
- Help students identify learning styles and improve study skills.
- Provide early referral to support services to ensure academic success.
- Provide early intervention through frequent contact with students.
- Provide problem solving assistance appropriate to the individual student.
- Help build academic success strategies appropriate to the individual student.
- Serve as liaison to course instructors, students, and program staff.
- Maintain mentoring contact log and submit periodic participant progress report to Equity Director.
- Coaches may be required to assist with Equity and outreach events
- Expected to communicate academic and life skills workshops to students

**Knowledge and Abilities:**

**Knowledge of:**

- Subject area of tutor/mentor program

- Lake Tahoe Community College campus and resources
- The need and challenges of college students with socially and economically disadvantaged backgrounds.

**Ability to:**

- Work with students from a variety of low-income, cultural and academic backgrounds and with diverse learning styles and display sensitivity to the needs of disadvantaged students
- Maintain current knowledge of application software and operating systems used in assigned centers.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative relationships with those contacted in the course of work.

**Qualifications**

*Required:*

- Successful completion of at least twelve credits at LTCC
- Currently enrolled at Lake Tahoe Community College
- Completion of the Application Packet

*Preferred:*

- 3.0 cumulatively and quarterly GPA
- Strong interpersonal skills, including listening and speaking
- Interest in helping others
- Ability to work independently and within a group
- Reliable, responsible and conscientious
- Leadership skills or previous leadership experience
- Previous volunteer or community service



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**Position: Equity Peer Coach**

# APPLICATION FOR EMPLOYMENT

PLEASE READ CAREFULLY: A resume may be attached but this does not relieve the requirement to COMPLETE ALL SECTIONS of this application. An incomplete application may disqualify you. A poorly completed application may work against you in the screening process. Read the job notice and description to be sure you meet the minimum requirements.

## PERSONAL

Name \_\_\_\_\_  
Last
First
Middle

Present Address \_\_\_\_\_  
Street
P.O. Box
City
State
Zip

Telephone # \_\_\_\_\_ Email Address \_\_\_\_\_  
Home
Cell

Are you legally eligible for employment in the U.S.A.? \_\_\_\_\_ Are you under the age of 18? \_\_\_\_\_

Other than English, please list any language you speak fluently \_\_\_\_\_

## LIST MOST RELEVANT EMPLOYMENT AND/OR VOLUNTEER EXPERIENCE FOR THE PAST 5 YEARS:

<b>1.</b> Name and Address of Company	From:		To:		Position: Describe the work you did:
	Mo.	Yr.	Mo.	Yr.	
	Weekly Starting Salary		Weekly Ending Salary		
Type of Business:	Name & Title of Supervisor:				
Telephone:	Reason for Leaving:				

<b>2.</b> Name and Address of Company	From:		To:		Position: Describe the work you did:
	Mo.	Yr.	Mo.	Yr.	
	Weekly Starting Salary		Weekly Ending Salary		
Type of Business:	Name & Title of Supervisor:				
Telephone:	Reason for Leaving:				

<b>3.</b> Name and Address of Company	From:		To:		Position: Describe the work you did:
	Mo.	Yr.	Mo.	Yr.	
	Weekly Starting Salary		Weekly Ending Salary		
Type of Business:	Name & Title of Supervisor:				
Telephone:	Reason for Leaving:				

## EDUCATION INFORMATION

Educational Goal:  AA Degree  Transfer  Certificate  Other \_\_\_\_\_

How many quarters have you attended LTCC \_\_\_\_\_ Completed Units \_\_\_\_\_ Current GPA \_\_\_\_\_

How many quarters remaining at LTCC? \_\_\_\_\_ Do you plan to graduate? \_\_\_\_\_ If yes, when \_\_\_\_\_

**Please list your current available times to work as a Student Ambassador:**

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Times Available</b>					

**PLEASE READ AND SIGN BELOW**

The facts set forth in my application for employment are true and complete. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation of my personal history through any investigative bureaus of your choice.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Student ID#

\_\_\_\_\_  
Date

<b>LTCC IS AN EQUAL OPPORTUNITY EMPLOYER</b>
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*For Office Use Only:*

Interviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

Hired: Yes \_\_\_\_\_ No \_\_\_\_\_ Comments: \_\_\_\_\_

## Preferences

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**Prefer a match with:**

Male

Female

No preference

**In which specific areas can you assist students? (Check all that apply)**

- Academics
- Selecting a major
- Selecting an Academic goal
- Career Exploration
- Adapting to college
- Life skills (budgeting, nutrition, etc)
- Preparing to graduate/transfer
- Personal issues
- Other: \_\_\_\_\_

**What subjects are you comfortable tutoring?**

- English
- Math (What level?)
- Spanish
- Chemistry
- Biology
- Political Science
- Psychology
- Anatomy
- Other: \_\_\_\_\_