



Scripps College Tutoring Program Coordinator Faculty/Staff Reference Form 2015-2016

This form is to be completed and submitted in addition to a letter of recommendation with the application by Monday February, 16.

Instructions to the applicant: Check one of the following statements and sign your name.

- I RESERVE the right to review this document which is to be included in my applicant file.
- I WAIVE the right to review this document which is to be included in my applicant file. The information will remain confidential.

Applicant Name (Please Print) _____

Signature of Applicant _____

Date _____

Instructions to the reference: This student has applied for a Tutoring Program Coordinator position for Scripps College. **Please return this form, in a sealed envelope, to the Dean of Students Office at Scripps College Box 2010 by 5:00 PM, Monday, February 16.** The applicant has indicated a preference (above) to maintain or waive the right to review this form. You are encouraged to review the waiver section before completing this form. If the applicant has failed to complete the waiver preference, this form will automatically remain confidential.

As a Tutoring Program Coordinator, this individual will serve as a peer supervisor of the Scripps College Tutoring Program. This position requires 10-12 hrs/week. The Coordinator is responsible for recruiting, hiring, and training tutors as well as assisting with oversight of tutors including communicating with tutors and tutees. This individual must also work closely with the Dean of Students professional staff. Strong professional, organizational and communication skills are necessary for this position. Additionally, the individual must demonstrate excellent commitment, responsibility, and follow-through.

Please check the box to the right of the question that best indicates your answer.

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
This applicant possesses leadership qualities. (Responsible, patient, flexible, diplomatic, adaptable, teamwork, professional mannerism, problem solving)					
This applicant possesses organizational skills . (Appropriate and timely follow-through, strong administrative and time management skills)					
This applicant possesses strong communication skills when working with students, faculty, and staff. (Effective listening, speaking and writing skills)					
This applicant possesses the ability to self motivate . (Completes work successfully without major oversight).					

Please attach a letter of recommendation discussing this candidate's qualities in such areas as academic and/or programmatic leadership, ability to motivate and supervise peers, organizational skills, and effective written and oral communication skills.

OVERALL RECOMMENDATION (Please Check One)

Strongly Recommend _____ Recommend _____ Recommend w/ Reservations _____ Do Not Recommend _____

Name of Reference

Signature of Reference

Relationship to Applicant

Date

Please return this form in a sealed envelope to the Dean of Students Office, Balch Hall, Rm 112 or mail to PMB 2010