New Peer Tutor/TA Hiring

If you *have not* held a work-study position on campus before, you first need to register with Student Employment. Please see the following instructions and make sure everything is complete before you begin tutoring.

If you *have* held a work-study position, skip to step 4.

1. Register in the Student Employment Office in Duffy 103 (open weekdays 8:30am to 4:30pm).
2. Bring any one of these forms of ID:
   a. Birth Certificate (an original with the stamp/seal)
   b. Current passport
   c. Social Security Card
3. Bring a deposit slip (or voided check) from your bank for mandatory Direct Deposit.

**ALL Peer Tutors and Teaching Assistants
MUST apply for the position (steps 4-11).**
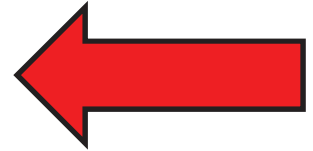
4. Apply online for the Teaching Assistant/ Tutor position through http://jobs.stonehill.edu.
5. Click on "Student Jobs".
6. Enter "Teaching Assistant/Tutor", "Writing Tutor", or "Writing Fellow" in the Search field and click Search.
7. Click on the job link to open up the job description. Then click "Apply to this Job".
8. If you haven't done this before, you will need to create an account. Otherwise, log in.
9. Complete the job application **completely and accurately** and then click "Next".
10. Read the Certification and check the box to agree to the statement, then enter your initials and click "Submit this Application".
11. Once you've been hired by the CWAA, you will receive an email confirmation. Legally, you are not allowed to work until you receive an email confirmation that you've been hired.