Tutoring Resource Center Application (14-73b)

North Central State College

Applicant Information:

Full Name: _____ Date: _____

Street address: _____ Apt./Unit: _____

City: _____ Zip: _____ Phone: _____

Are you willing to send & receive text messages? _____Yes _____No

Student Email: _____Other email: _____

Program/Major: _____When do you expect to graduate?_____/_____

Have you applied for Work Study since July 1st of the current year? _____Yes _____No
If yes, did you receive approval for Work Study? _____Yes _____No

Do you already hold an Associate's degree or higher? _____Yes _____No

If Yes, list the highest degree you hold:

Degree _____ Institution _____Year _____

Availability:

Depending on need, peer tutors may be scheduled up to 20 hours per week and professional tutors may be scheduled up to 29 hours per week in a variety of locations & formats. Review the list below and check all that apply:

_____I am able to work 2 – 5 days per week

_____I am able to work evening hours

_____I am able to work weekend hours

I am able to work in the following locations / formats:

_____Online _____Face-to-face

_____Fallerius _____Crawford Center

_____Kehoe Center _____Health Sciences

_____TRIO

Please list ALL the hours you are available to work. Please do not include your course schedule and be sure to give yourself time to get to the Center after class. Your schedule will be assigned to you within the hours you provide below. TRC hours are usually Monday-Thursday from 10:00am to 5:00pm, but sometimes we get requests for tutoring outside the hours we are open. Please be sure to include hours you are available outside the standard hours of business of the TRC.

	Entire Semester	Session A	Session B
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Please list any current employers below and the approximate total hours per week you work:

Employer(s) _____Hours / week _____

Subject Knowledge:

In the table below, list any courses you have taken and would be willing to tutor. List the instructor you had, when you took the course, and the grade you earned. Please review the eligibility requirements listed at the top of this application.

Course	Semester Taken	Instructor	Grade

Specialized Knowledge & Experience:

In the box below, list any knowledge and/or experience you have in addition to this application. This may be in regard to specialized software (Excel, QuickBooks, etc.); creative, business, or military experience; or any knowledge that you think will be of value to the tutoring center.

Please read the following department policies and bring any questions you may have to your interview:

1. Every semester, you will be asked to submit an availability form. You will list any hours you are available to work for the Tutoring Resource Center, which location you prefer (or will best accommodate your course schedule), faculty preferences, and any additional courses you would like to be approved to tutor. The TRC Director will then create your schedule and send it to you via email. The email may include special instructions for which you are responsible and must complete. Upon receipt of your schedule, please respond confirming that you can work the posed hours, or respond with necessary changes. After you have confirmed your schedule, you may begin working.

2. Previous to the start of the semester, you will be assigned a new schedule for the entire semester. Because your availability may change after session A (the first eight weeks of the semester), your work schedule may also differ to accommodate your course schedule.

3. You must complete tier one tutor training before you may begin working. Trainings are mandatory and must be completed every semester. Days and times will be planned before each semester and you will be paid for attending.

4. You will be added to the Tutor Training Canvas course, so you can access various training documents and videos as needed. You will also have access to the department manual, useful handouts, and many other resources to share with students with whom you work. Take some time when you are not working with students to browse the resources available to you. This will save you time when you are working with a student.

5. When you graduate, you are welcome to continue working as a tutor. Your status will change from a peer tutor to a professional tutor and your pay will increase.

6. Please feel free to ask questions as they arise. Although our training program is thorough, it is impossible to prepare you for every situation you will address as a tutor. It is important to discuss challenges you face, to recognize what you do well and to reflect on how you can improve.

7. As a student, you are not expected to be a content area expert. When you work with students, you will learn and grow as a student and professional, while facilitating their learning.   If you are asked to help a student on something you do not remember, please ask one of your teammates for support or contact the student's faculty member for clarification. You are modeling for the student that is acceptable to ask for help and how to do it.

Disclaimer & Signature:

By signing this document below, you certify that the information you've provided on this application is true and complete to the best of your knowledge.

Furthermore, you understand that should this application lead to employment with North Central State College, any false or misleading information in this application or in an interview may result in termination.

Signature: _____Date: _____