

**Position Description:**

Part-time, variable position. Tutors work with students in either one-on-one or group settings to provide supplemental course guidance and enhance study skills. Tutors report to the Manager of the Tutoring and Testing Center and work with course instructors to help facilitate learning for students.

**Tutor Job Responsibilities:**

- Contributes to student learning, growth, and advancement, while serving as a role-model for students.
- Demonstrates academic competence in subject area(s).
- Provides supplemental assistance in either one-on-one or group tutoring sessions, which may include:
  - Reviewing classroom or curricula topics and assignments.
  - Assisting students with homework, projects, test prep, research and other academic tasks.
  - Imparting skills to improve academic performance, including study strategies, note-taking skills and approaches to answering test questions.
- Maintains a growth mindset toward student learning and teaching practice.
- Collaborates effectively with others in the organization to meet student needs.
- Designs and facilitates personalized learning goals and activities that are aligned to instructional goals and engage students in high-level cognitive activity.
- Other duties as assigned.

**Work Hours:**

- The amount of hours tutors work is variable. Schedules are based on tutor availability and Center need. We will work with applicants to determine the best possible schedule for both parties. Typical windows of work are as follows:
  - Training: Occurs one week before the start of a term.
  - Active Tutoring: Occurs during the school term. Session A occurs during the first 8 weeks of the term. Session B occurs during the last 8 weeks. At times, tutors may be offered the opportunity to tutor over the summer. This is dependent on course offerings and student need.

**Tutor Qualifications/Skills:**

- Competence in their chosen subject(s)
- Have at least a grade of B in course(s) they wish to tutor
- Strong communication/instructional skills
- Strong problem-solving and critical thinking skills
- Patient, flexible, positive, consistent, and cooperative character
- Ability to take supervision and correction constructively
- Ability to positively interact with and supervise students
- Must be 18 or older.

**Education, Experience, and Licensing Requirements:**

- High school diploma, GED, or equivalent required
- Have at least a grade of B in course(s) they wish to tutor
- Have a cumulative GPA of 3.0 or higher
- Have the recommendation of an NCSC faculty member/instructor.

For more information or if you have any questions, reach out to [tutoring@ncstatecollege.edu](mailto:tutoring@ncstatecollege.edu), 419-755-4812.

## Candidate Profile:

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_

Street address: \_\_\_\_\_ Apt./Unit: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Are you willing to send & receive text messages? \_\_\_\_\_ Yes \_\_\_\_\_ No

Email: \_\_\_\_\_ Are you a current NCSC student? \_\_\_\_ Yes \_\_\_\_ No

If a current student, what is your program? \_\_\_\_\_ Grad Date: \_\_\_\_\_

Which faculty member(s) can we reach out to for a recommendation?

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Email: \_\_\_\_\_

## Availability:

Depending on need, tutors may be scheduled up to 20 hours per week in a variety of locations & formats. The preference for new tutors is that they tutor in-person at one of our sites. Please, review the list below and check all that apply:

I am able to work in the following locations / formats (check all that apply):

- Online  Kehoe Center (Shelby)  
 Face-to-face  NC Campus (Mansfield)  
 Crawford Center (Bucyrus)

Please list the general hours you are available to work by putting an x in the cells below. TRC hours are usually Monday-Thursday from 10:00am to 5:00pm, but we sometimes offer tutoring outside typical hours.

I am, generally, available:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
9am-Noon							
Noon-5pm							
5pm-8pm							

Anything else we should know about your availability?

**Subject Knowledge:**

In the table below, list any subjects you have taken/are experienced in and would be willing to tutor. List what corresponding courses you took and the grade earned OR what experience makes you proficient in that subject.

If you are a student, you must have at least a B in the courses specified to be considered as a tutor in that specific course.

Subject	Related Coursework	Grade Earned	Relevant Experience

**Specialized Knowledge & Experience:**

In the box below, list any additional knowledge and/or experience you have. 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.

**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 you be offered employment with North Central State College, any false or misleading information provided in your materials or during an interview may result in termination.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Forms may be sent to [tutoring@ncstatecollege.edu](mailto:tutoring@ncstatecollege.edu) or handed to the Tutoring Manager in Fallerius 117