Tutor Application Information

Requirements to Tutor Are:

- The ability to communicate effectively, and a desire to help/serve.
- References from the following:
  1. Personal reference (not peer) - Employer, mentor, RLC.
  2. Faculty member reference from each major area you wish to tutor.
     (Note: you may need to pick up additional forms from our office if you're tutoring in multiple areas)
- Overall GPA of 3.2 and minimum of ‘B’ in all subjects tutored.
- Required attendance and participation in 1-Credit GS2306 Course ~ time TBD.
- The hiring ‘term’ is from October - June unless otherwise agreed upon.
  (in accordance with Tutor Agreement signed upon hire)

Wages:

Starting rate is $8.00 per hour (DOE)

Hours:

We ask that you be available to tutor a minimum of (6) hours a week and that you tutor in multiple subjects whenever possible. You determine your own schedule. Hours are not guaranteed and depend on the demand of each subject area.

Application Procedure:

- Complete the application form. Due Date: Friday, May 6, 2005

- Ask faculty to fill out the Faculty Reference form for each area you want to tutor. References are due prior to your interview. Ask your personal reference to complete the recommendation form and send directly to the Center for Learning. Due Date: Friday, May 6, 2005

- Return application with a student copy of your transcripts to the Center for Learning office. You may request a student copy of a SPU transcript from Student Academic Services (Student Records) in Demaray Hall, or you may print out a copy through the Banner system.

- Make an appointment with the Center for Learning office for a 30 minute interview for the week of May 9th – 12th, 2005.

- ‘Hire’ meeting will be held on Tuesday, May 24th from 9:30-10:20 in CfL Conference Room.