



Fullerton College Tutoring Center Tutoring Position Job Description

- Job Title:** Walk-in Tutor (Math, Physics, Chemistry, Accounting)
Appointment Tutor (most other subjects)
- Hourly Rate:** Depends on Experience (typically \$9/hour). CWS students and Volunteers welcome.
- Work Schedule:** Schedule hours between 9 am – 8 pm Monday through Thursday, 10 am – 2 pm Friday, and 10 am – 2 pm Saturday (walk-in only). Reduced hours during summer.
- Duties:**
- Tutor students in specific course material and integrate study and learning strategies to promote independent learning.
 - Meet with the instructor of the course you are tutoring and discuss your role as a tutor and obtain any information that will assist you to effectively tutor (ex: syllabus).
 - **Participate in the required ten-hour CRLA Level 1 tutor training (includes workshops and independent study).**
 - Raise awareness of Tutoring Center through classroom presentations (recommended 4/semester) and putting flyers around campus (as needed)
 - Regularly check Tutor's Group Page for updates and announcements
- Minimum Qualifications:** Must have received an "A" or "B" in courses tutoring, overall GPA 2.7 or higher, faculty recommendation, good communication skills, and willingness to help students achieve academic success.
- Application Procedure:** Application forms are available at the Tutoring Center (LLRC, Room 806). Please contact the Tutoring Center Coordinator, Deb Perkins, (714-732-5390, dperkins@fullcoll.edu) for further information. A copy of a transcript (unofficial) and a recommendation from Fullerton College faculty are required. Volunteer positions available to apply toward Service Learning Requirement.

Fullerton College Tutoring Center
Library Learning Resource Center, Room 806
Tel: 714-992-7151

FULLERTON COLLEGE TUTORING CENTER

Application for Tutor Position

Name _____
 Last First Home Phone + Cell + E-mail

Home Address _____ City _____ Zip _____

Current full-time student (12 units or more) at FC: Yes No Student ID number: _____

Expected date of transfer (if student): _____ Major: _____

Are you interested in a paid position or volunteer position: _____ Today's date: _____

SUBJECTS / COURSE NUMBERS YOU CAN TUTOR _____

TIME	MON	TUE	WED	THUR	FRI	SAT	COMMENTS (For office use only)
9:00 – 10:00							("X" in HOURS AVAILABLE)
10:00-11:00							
11:00-12:00							
12:00-1:00							
1:00-2:00							
2:00-3:00							
3:00-4:00							
4:00-5:00							
5:00-6:00							
6:00-7:00							
7:00-8:00							How many hours would you prefer to work each week? ____

Please provide a short response to each question below. Use additional paper if needed.

- 1) Describe any experiences you have had that qualify you to tutor:

- 2) What qualities do you possess that would benefit the students you tutor:

- 3) What is one strategy would you use to motivate an unmotivated student?

- 4) Students benefit from working with the same tutor on a consistent basis. Can you work consistently throughout the academic year?

In addition to this application, you need to submit an unofficial copy of your college transcript(s) and obtain a faculty recommendation for each class/subject you wish to tutor.

FULLERTON COLLEGE TUTORING CENTER
Application for Tutor Position—Faculty Recommendation

Student's Name: _____
Last First

Student ID Number: _____

List course(s) you are applying to tutor for: _____

Instructions for Faculty: The student who has asked you to provide this recommendation has done so because he or she would like to become a peer tutor in the Fullerton College Tutoring Center. The Tutoring Center requires tutors to have completed the class they wish to tutor with an A or B and have an overall GPA of 2.7. A tutor must not only be able to provide content-area help, but also have strong communication and interpersonal skills.

Please return this completed form to the student or through campus mail to Deb Perkins, Tutoring Center Coordinator.

Faculty Recommendation

Please rate the applicant on the following:

	Exceeds Expectations	Meets Expectations	Marginal	Unsatisfactory
Demonstrated knowledge of subject				
Verbal communication skills				
Completion of assignments				
Interaction with other students				

Please circle one:

I *highly recommend* / *recommend with reservation* / *do not recommend* this student for the position of tutor.

Additional comments (optional):

 Instructor's Name (printed)

 Instructor's Signature/Date