

To be considered for employment, the following must be submitted to Matthew Stacey:

- **Completed application form**
- **College transcripts from any college other than WWCC (these can be unofficial)**
- **Faculty reference(s) (completed and submitted by faculty member)**

JOB QUALIFICATIONS

1. Completed at least one quarter of college education.
2. Have a minimum cumulative Grade Point Average of 3.0.
3. Maintain a cumulative 3.0 Grade Point Average each quarter employed as a tutor.
4. Demonstrate strong understanding of content (e.g., Mathematics, Chemistry, Engineering, English, History, Political Science, etc).
5. Be able to communicate well orally and relate meaningfully with students of diverse backgrounds, experiences, and abilities.
6. Be responsible and willing to work under supervision and as a member of a team.
7. Have a positive recommendation from past instructor(s) from your tutoring content area (Writing, Science, Nursing, Spanish, or Math). One letter of recommendation per content area specialty is required.
8. Be able to demonstrate successful strategies for studying, time management, and self-direction.
9. Demonstrate proficient skills and knowledge in tutoring center.

JOB REQUIREMENTS

Tutors are expected to:

1. Become familiar with all services available in the Tutoring and Learning Center, as well as other services across campus that support student success and learning.
2. Tutor students individually both in subject matter and study skills.
3. Manage time and balance schedule between academic and work responsibilities.
4. Adhere to a predetermined work schedule and keep record of hours worked.
5. Complete required evaluations each quarter.
6. Maintain adequate records as required.
7. Dress appropriately and behave professionally.
8. Utilize and adapt a variety of strategies and approaches to serve a diverse range of learning needs and styles
9. Participate in initial and ongoing training programs as requested.

Walla Walla Community College and the Tutoring and Learning Center do not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

The TLC Mission Statement:

Through providing high-quality peer tutoring in a welcoming space, the WWCC Tutoring and Learning Center (TLC) works to increase student success, efficacy, and self-advocacy.

TLC Core Values:

We will model the growth mindset, resilience, curiosity, critical thinking, and problem solving skills we strive to foster in students.

Applying For (circle at least one): *Writing Tutor* *Science Tutor* *Math Tutor* *Nursing Tutor* *Spanish Tutor*

DATE: _____ SID #: _____ - _____ - _____

NAME: _____
Last First Middle

LOCAL ADDRESS: _____

PHONE: _____ CELL PHONE: _____

E-MAIL: _____

BIRTH DATE: _____

HIGHEST EDUCATION LEVEL ATTAINED:

HS Diploma/GED ___ Transfer Degree ___ Bachelor's ___ Master's ___ Other _____

MAJOR/INTENDED MAJOR: _____ OVERALL GPA: _____

LIST THE SUBJECTS YOU FEEL QUALIFIED TO TUTOR (You must have taken these courses at the college level and earned at least an A-):

Provide the hours and weekdays that you are available to be scheduled to tutor. Tutors can work on campus up to 15 hours per week. How many hours tutors are scheduled, however, depends upon their availability as well as versatility in subject areas. We would like to offer learning assistance from 7:30 AM to 5:00 PM on a variety of weekdays.

Monday _____

Thursday _____

Tuesday _____

Friday _____

Wednesday _____

Up to 15 hours, how many hours each week would you prefer to work in the TLC? (Consider your commitments to your own coursework or other obligations. Make sure the number of hours you request account for those obligations) _____

An application will only be considered complete when at least one faculty recommendation has been submitted. Please list the name(s) of faculty members from whom we should be expecting recommendation(s):

Walla Walla Community College
TUTORING AND LEARNING CENTER
 (1 COPY PER INSTRUCTOR)



Dear (instructor) _____:

NAME OF APPLICANT _____

has used your name as a reference for a tutoring position in (specialty subject area) _____ at the Tutoring and Learning Center. We want to hire the most qualified tutors, and it is important for us to know whether you recommend this student. In consideration of your time, the reference form has been designed as a checklist. Please feel free to add comments or email Matt Stacey (matthew.stacey@wwcc.edu) with more information.

I hereby authorize the above named instructor to release the requested information to the professional staff of the Tutoring and Learning Center. I waive access to this information.

 Student's Signature

 Date

QUALIFICATIONS	HIGHLY RECOMMEND	RECOMMEND	DO NOT RECOMMEND	INSUFFICIENT INFORMATION
Demonstrates skill and knowledge in the area(s) identified above				
Able to communicate and relate meaningfully to other students				
Responsible and willing to work under supervision				
Additional comments:				

 Instructor's Signature

 Date

PLEASE PLACE THIS DOCUMENT IN CAMPUS MAIL TO MATTHEW STACEY.