



**WALLA WALLA
COMMUNITY
COLLEGE**

Warrior Tutoring Services

To be considered for employment, the following must be submitted to
warriortutoring@wwcc.edu or given to Matthew Stacey of Warrior Tutoring Services

- **Completed application form**
- **College transcripts from any college other than WWCC (these can be unofficial)**
- **Faculty reference(s)**

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, Physics, English, History, Business, 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 (Science, Writing, Math, Business, etc). 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. Must be able to communicate well orally and relate meaningfully with fellow students as determined in a personal interview.

JOB REQUIREMENTS

Tutors are expected to:

1. Become familiar with all services available to Warrior Tutoring Services, as well as other services across campus that support student success and learning.
2. Tutor students 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 evaluations when required.
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.
10. Be able to tutor online and be familiar with various online learning platforms used at the college.

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

Mission Statement:

Through providing high-quality peer tutoring in a welcoming space, Warrior Tutoring Services works to increase student success, efficacy, and self-advocacy.

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 all that apply) Writing Tutor Science Tutor Math Tutor Writing Tutor Other Tutor

DATE: _____ SID #: _____ - _____ - _____

NAME: _____
Last First Middle

LOCAL ADDRESS: _____

PHONE: _____ CELL PHONE: _____

E-MAIL: _____

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. Indicate both in person and online availability. Tutors typically work 15 hours per week, but may work more or less depending on availability and student needs. We prioritize in person tutoring during campus work hours, Mon-Fri 7:30 am -5:30 pm. Hours outside this range may be offered online via Zoom.

Monday _____

Thursday _____

Tuesday _____

Friday _____

Wednesday _____

Weekends/ Evenings _____

Up to 19 hours, how many hours each week would you prefer to work? (Consider your commitments to your own coursework or other obligations. Make sure the number of hours you request account for those obligations) _____

Are you a current WWCC student taking 6 or more credit hours? (Circle One) Yes No

Unknown

Briefly explain why you want to become a tutor _____

LIST PREVIOUS EXPERIENCE RELATED TO TEACHING OR TUTORING: _____

If hired as a tutor, would you want to continue that job while also tutoring? Yes _____ No _____

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Walla Walla Community College
Warrior Tutoring Services
(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 Warrior Tutoring 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 warriortutoring@wwcc.edu for more information.

I hereby authorize the above named instructor to release the requested information to the professional staff of Warrior Tutoring Services. 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

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