



## Merced College Student Success Program Tutor Application Packet

### Instructions

*Please note that this application is used to apply for the following positions: Tutor, Peer Guide or SI Leader.*

1. **Tutor Job Description**-Carefully review and verify that you meet all the tutor job requirements on page 2 of this application packet. Contact the Tutorial Center should you have any questions (209-384-6329) or the Student Success Office (209-384-6177).
2. **Tutor Application**-Complete pages 3 & 4 of this application packet to the best of your knowledge.
3. **Faculty Recommendation Form**-Provide a Faculty Recommendation Form (page 5) to each of your previous instructors for the courses in which you are interested in tutoring. Ask each instructor to complete the Faculty Recommendation Form and return it either directly to you, the Tutorial Center or the Student Success Office.

Should you be unable to get in contact with your previous instructor, you should send them an email letting them know you are applying for a Tutor position with the Student Success Program. Ask them to reply to your email to confirm if they do or do not recommend you to tutor for the course that you took with them.

In the event that you are unable to contact your instructor due to the fact that they no longer work for Merced College, you should contact the Director of Student Success (209-384-6318).

4. **Additional Required Documents**-Print an unofficial copy of your transcript(s) and class schedule.
5. Submit your completed Tutor Application Packet (including unofficial transcript(s), class schedule, and faculty recommendation forms) to either the Tutorial Center located in the Communication Building, Room 1 or the Student Success Office located in the Student Union Building, Room 141.
6. Once you have submitted your completed Tutor Application, the Student Success Office will review your application and contact you should there be a Tutor position available.

Should you be called and scheduled to interview for a Tutor position, you will meet with the Director of Student Success. Please arrive to your interview on time, be prepared, dressed to impress, and remember to SMILE. The Student Success Office is looking for qualified tutors who want to help students, so be sure to show your enthusiasm.

7. Should you be hired as a Tutor, Peer Guide or SI Leader, you will be required to enroll and complete a one unit online Tutorial Seminar (TUTR-35) course. Please note that you are responsible for paying the enrollment fees associated with the TUTR-35 course. In addition, you will be required to attend a mandatory (4 to 8-hour) orientation/training prior to the start of the semester. This training is usually scheduled on the Thursday of the week prior to the beginning of fall and spring semesters. You will also be required to attend monthly paid training meetings throughout the semester.



## Merced College Student Success Program Tutor Job Description

Tutors assist students by helping them with strategies and resources, so that students can improve their ability to master the material, learn more effectively, and study independently.

### Tutor Application Requirements

- Must be enrolled in at least six units during fall/spring (three credit units during summer) at Merced College. Students who qualify for Federal Work-Study are required to enroll in at least 12 units to continue eligibility.
- Must have earned an A or B grade in each subject you wish to tutor. (Exception: Chemistry tutors must receive an A grade to tutor this subject.)
- Submit a completed tutor application, class schedule, unofficial transcript, and a faculty recommendation form in each subject you wish to tutor in.

### Job Duties and Responsibilities

- Enroll and complete the Tutorial Seminar (TUTR- 35) online course within the first semester of employment. Please note that you are responsible for paying the enrollment fees associated with the TUTR-35 course.
- Participate in the mandatory training prior to the start of the semester.
- Tutor only in the subject area you are approved to tutor in.
- Carry out duties associated with the tutoring of Merced College students.
- Meet with faculty supervisors for tutor evaluations.
- Maintain and submit a weekly time sheet on contracted hours.
- Begin and end sessions on time for all tutoring appointments.
- Notify Tutorial Center faculty, staff or Director of Student Success of any concerns that may arise.
- Perform other duties as assigned.

### Job Standards

- Have knowledge in the subject you are tutoring.
- Be flexible with tutoring methods to accommodate each student's learning style.
- Effectively relate to the student both academically and personally.
- Have knowledge of tutorial functions.
- Help create an atmosphere conducive to learning in the center.
- Be diligent in carrying out duties.

### Evaluations

- Evaluations by tutees in regards to effectiveness and performance. (2)
- Evaluations by faculty supervisors in regards to effectiveness and carrying out assigned duties. (2)
- Evaluation by the Director of Student Success on attendance, attitude, and performance. (1)



# Merced College Student Success Program Tutor Application

For Office Use Only  
Interview Date: \_\_\_\_\_

Hire Date: \_\_\_\_\_

Semester You Wish to Begin Tutoring: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Student ID: \_\_\_\_\_ Gender: \_\_\_\_\_ Returning Tutor? Yes No

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Student Email: \_\_\_\_\_@campus.mccd.edu

Can you provide verification of your legal right to work in the United States? Yes No

Are you currently working at Merced College in any capacity? Yes No

If yes, list job title & location: \_\_\_\_\_ How many hours per week? \_\_\_\_\_

Number of college units completed: \_\_\_\_\_ Number of units enrolled in this semester: \_\_\_\_\_

What semester do you plan to graduate/transfer from Merced College? \_\_\_\_\_

List language(s) you speak other than English: \_\_\_\_\_

Are you willing to tutor in this language(s)? Yes No

**COURSES TO BE TUTORIED**-In order of preference, list the course(s) you wish to tutor  
and the grade you received for each course.

Course Name	Grade	Semester & Year	Instructor	College Name

**AVAILABILITY**-Please provide your schedule for the week in the area below.

Use (X) for hours you are available for tutoring.

Use (C) for hours you are in class.

\*Be sure to allow yourself enough time to walk to/from the lab you will be working in and your classes.

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 – 9:00 AM					
9:00 – 10:00 AM					
10:00 – 11:00 AM					
11:00 AM – 12:00 PM					
12:00 – 1:00 PM					
1:00 – 2:00 PM					
2:00 – 3:00 PM					
3:00 – 4:00 PM					
4:00 – 5:00 PM					
5:00 – 6:00 PM					
6:00 – 7:00 PM					

**WORK HISTORY-Please provide your work history in the area below.**

Company Name	Job Title	Name of Supervisor	Phone Number	Reason for Leaving	May we contact for reference?

**Writing Sample**

Please explain why you would like to be a tutor. What experience and education do you have that qualifies you to be a tutor?

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What experience do you have working with students of diverse ethnic and academic backgrounds?

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**Disclosures and Signature**

Have you ever been convicted of any crime(s)?      Yes      No

If you marked "yes", please state each conviction, the specific charge for which you were convicted, the date, and place of conviction, as well as the jail/prison sentence or fine you received. Please be aware that certain offenses need not be reported, including judicially dismissed misdemeanors or expunged records, Penal Code 1203.4. A record of conviction will not necessarily constitute an automatic bar to employment.

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I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_



# Merced College Student Success Program Faculty Recommendation Form

Applicant's Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

I recommend this student to tutor for the following course(s) and the levels below: \_\_\_\_\_

## Evaluation of Student

	(5) Exceptional	(4) Exceeded Requirements	(3) Met Requirements	(2) Marginal	(1) Unsatisfactory
Demonstrated knowledge of subject	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Academic maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Verbal communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responded effectively to assignments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Class attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Potential to teach	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interaction with other students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Additional Comments

I highly recommend this student for the tutor position. ☐

I recommend this student for the tutor position with reservations. ☐

I do not recommend this student for the tutor position. ☐

Additional comments:

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

Faculty Print Name: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Please submit this form to the Student Success Office at Stop #28 or to the Tutorial Center at Stop #21.