Solano Community College
Academic Success and Tutoring Center (ASTC)

Hiring Information for Potential Tutors

Welcome to the Academic Success and Tutoring Center! Mission Statement: The Academic Success and Tutoring Center (ASTC) provides support, guidance, and resources to help Solano students grow as strong, independent, and active learners in their academic and professional pursuits.

ASTC Tutor Positions: There are two types of tutor positions students can apply for— Embedded and/or Floor. An Embedded tutor works closely with the instructor inside the classroom for the duration of the course to help students understand course concepts and enhance student engagement. A floor tutor works in the ASTC for the duration of the semester to help students understand course concepts and support skill building and scholarly growth.

Job duties:

- ☐ Provide individual and small group tutoring to students to help students understand course concepts
- ☐ Assist students in skill building and scholarly growth
- ☐ Guide students with understanding the policies and procedures of the ASTC
- ☐ Provide ASTC orientations
- ☐ Sign students up for TUTR 500
- ☐ Recruit students to use the ASTC

We are looking for tutors that possess the following characteristics:

- ☐ Patient
- ☐ Good listener
- ☐ Empathetic
- ☐ Enthusiastic
- ☐ Punctual
- ☐ Motivator
- ☐ Non-judgmental
- ☐ Desire to help others
- ☐ Team-oriented
- ☐ Strong communication skills

In order to be hired as a tutor you must:

- ☐ Have an overall GPA of 3.0 or better
- ☐ Have completed each subject you wish to tutor with an earned grade of B or better
- ☐ Faculty recommendation (if applicable)
- ☐ Enrolled in a minimum of 6 Solano Community College units for fall/spring semester
- ☐ Attend mandatory orientations, training sessions, and staff meetings
  - ⇒ **New tutors, including embedded tutors, are required to enroll in TUTR 50 (Tutoring Practicum)**, which provides supervised practice in tutoring, examines the basics of learning principles, communication, listening skills, effective tutoring techniques, and is required for all students who work or volunteer in the ASTC and MAC. This is .5 unit course and consists of 8 hours of training. We will break the 8 hours in two four hour sessions. This is a special enrollment and requires ASTC coordinator clearance.
- ☐ Employment is on a semester-by-semester cycle, and students must re-apply every semester

✪ **Phase 1: ASTC application packet requirements:**

- ☐ Completed ASTC Tutor Application
- ☐ Unofficial Transcript: Copy of most recent unofficial transcript (printed from My Solano) }
- ☐ Class Schedule: A copy of your current schedule for the semester you are seeking employment }

→ Attach to ASTC Tutor Application

✪ **Phase 2: Solano Community College hiring process:**

Once you submit your application, it will be reviewed, and if selected, ASTC staff will contact you to complete the Human Resources hiring process (HR application, fingerprinting, TB testing).

Solano Community College
Academic Success and Tutoring Center
4000 Suisun Valley Road
Fairfield, CA 94534
(707) 864-7000 EXT. 7230

ASTC TUTOR APPLICATION

SECTION I: Applicant Information

Full Name: _____ Student ID: _____
Last *First* *M.I.*

Address: _____
Street Address *Apartment/Unit #*

_____
City *State* *ZIP Code*

Phone: _____ Email: _____

Note: Email is the most common form of communication at the ASTC, so you **must** have an email account that you check regularly. Please, make sure that you write down your primary email account and that you check your email on a daily basis.

1. Which position are you applying for? Embedded ☐ Floor ☐ Both ☐ (Volunteer ☐)
2. Have you ever worked at the ASTC before? Yes ☐ No ☐ If yes, when? _____
3. Do you currently work somewhere else on campus? Yes ☐ No ☐ If yes, where? _____

   How many hours? _____
4. Have you completed TUTR 50 (Tutoring Practicum)? Yes ☐ No ☐ If yes, when? _____

SECTION II: Additional Information

1. Are you currently registered at SCC and plan to enroll in classes next semester? **Yes** ☐ **No** ☐
   How many units? _____ (*Please note you must be enrolled in a minimum of 6 units during fall/spring and 3 units during summer)*
2. When is your estimated graduation/transfer date from SCC (Semester/Yr) _____
3. What is your major and degree (if any)? _____
4. Cumulative GPA: _____
5. Which tutoring format(s) most interest you: *Select all that apply* ☐ Appointments ☐ Drop-in ☐ Group
6. Are you trained and/or have experience working with learners with learning accommodations and/or disabilities? **Yes** ☐ **No** ☐ If yes, please give details:

SECTION III: Course Qualifications

Please list all the courses you feel qualified to tutor, in order of preference:

Subject	Course Number (Example: Math 112)	Instructor	Grade

*Note: you need at least a B in the class you wish to tutor

SECTION IV: Embedded Tutors

Embedded Tutor request come from the instructor. However, part of that request involves talking with the potential tutor. If you already had a conversation with the instructor you wish to embed with, please write down the following information. Look out for an email from either the ASTC or your embedded professor. **Note:** you may **not** start working until you receive clearance from the ASTC.

1. CRN:_____
2. Instructor:_____
3. Instructor's email:_____
4. Class (EX: BIO 5):_____

SECTION V

Please explain why you are interested in becoming a tutor. Include personal characteristics that enhance your ability to work with Solano's culturally and academically diverse student population, how you believe this position will fit into your personal goals, and why you believe you would be an asset to the ASTC. *You may type and attach a separate page.

SECTION VI: Tutoring Schedule (Floor Tutors Only)

Name: _____ Semester: _____ Year: _____

Directions: Put the name of the campus(es) (FF, VV, VJO) in all the times you would like to tutor. You can also put the word "any" if you can work at any campus.

How many hours a week would you like to tutor? Minimum _____ Maximum_____

(Note: tutors may only work a maximum of 20 hours a week and 8 hours a day)

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:00-9:30					
9:30-10:00					
10:00-10:30					
10:30-11:00					
11:00-11:30					
11:30-12:00 PM					
12:00-12:30					
12:30-1:00					
1:00-1:30					
1:30-2:00					
2:00-2:30					
2:30-3:00					
3:00-3:30					**closed**
3:30-4:00					**closed**
4:00-4:30					**closed**
4:30-5:00					**closed**
5:00-5:30					**closed**
5:30-6:00					**closed**

Leave blank if you are only doing embedded tutoring.

REQUIRED supplementary materials:

- ☐ **Transcript**. Attach your most recent unofficial transcript and highlight the classes you can tutor.
- ☐ **Class Schedule**. Attach a copy of your current schedule for the semester you are seeking employment.
- ☐ **Faculty recommendation** (if applicable).

SECTION VI: Disclaimer and Signature

THE RESPONSIBILITY CLAUSE

As a student, academics should be one of your top priorities. When you apply as a tutor, we assume you can handle the demands of college-level classes. The commitment of being a tutor will increase your work load and decrease your free/study time. Working as a tutor is a REAL job. We expect that you will arrive on time, not have repeated absences, will be present consistently throughout the semester, and handle all interactions professionally. At the same time, we care about your success academically, professionally, and personally, and we will do everything within our scope to fully support you.

By signing this document, I declare that I have read the statement above, and if hired as an ASTC employee, I will adhere to the above mentioned expectations.

Signature: _____ Date:_____

For Staff Use Only		
1. Date Application Received	2. Recommendation: ☐Approved for Hire ☐Hold Application ☐Further Review Needed	3. Reason for selection: 4. Date Contacted (if approved):
5. HR Packet Given	6. HR Packet Received:	Pay Rate:
7. Form 6 Submitted:	8. Form 6 Clearance:	Position(s):
9. HR Packet Submitted:	10. HR Packet Clearance:	Total Hours:
First Day Of Work:		Campus(es):
Notes:		