Tutoring Application

Responsibilities

- Provide tutoring to MJC students and help students to gain an understanding of course material
- Offer assistance with developing study techniques
- Work with the tutee to develop a tutoring plan that fits the student’s individual needs
- Assist tutees in further developing and strengthening their learning skills to help them become confident, independent, and successful students.
- Prepare tutoring sessions to ensure the tutee’s academic development
- Provide encouragement and academic support
- Assess the tutee’s progress throughout tutoring sessions
- Participate in tutor training and development sessions

Qualifications

- Have successfully completed the course for which tutoring services are being provided with a grade of A or high B.
- Demonstrate knowledge and competence in the subject matter
- Enjoy tutoring the subject for which services are being provided
- Be able to explain concepts to others effectively
- Effectively communicate study strategies to ensure academic success
- Work comfortably with people from diverse backgrounds
- Possess good organizational skills and complete paperwork in a timely manner
- Exhibit patience and positive attitudes in establishing an encouraging learning environment

Requirements to Apply

- Meet all tutor responsibilities and qualification aforementioned
- Have completed at least 12 units at MJC
- Be enrolled at least six (6) units in the spring or fall semester and three (3) units in the summer
- Have a 3.0 cumulative GPA. Please attach a non-official transcript.
- Include a Faculty Recommendation Form (attached) for each course you wish to tutor

Training: All tutors must enroll in a one-unit Tutor 100 hybrid class (approx. 18 hours of work) and attend monthly training meetings.

Schedule: Flexible, hours and campus may vary depending on students’ needs

Salary: $10/hr (starting January 1, 2016)

Submit Applications in the East Campus Library & Learning Center Building or in the West Campus Library & Learning Center in Yosemite 235.
Yosemite Community College District
Human Resources Operations

Student Worker Application

Modesto Junior College ☑
Columbia College ☐
YCCD ☐

Department/Division STEM/Learning Center
Manager/Supervisor Shirley Miranda

Colleague ID# ___________________ Last Name ___________________ First Name ___________________ Middle _____

Mailing Address ___________________ Number & Street ___________________ City ___________________ State ______ Zip ______

Home Phone # ___________________ Cell Phone # ___________________ Other # ___________________

E-mail Address: ___________________

Units Completed ___________ Cumulative G.P.A. ___________ Units Enrolled ___________

Have you ever been a student worker on campus? ☐ Yes ☐ No
If yes, which department/s: ___________________

Are you currently a student worker in another department? ☐ Yes ☐ No
If yes, in which department/s: ___________________

Criminal History Disclosure:

Yosemite Community College District requires all applicants to answer questions regarding their criminal history.
(Conviction of a misdemeanor or felony will not automatically eliminate applicant for a position.)

Have you ever been convicted of a misdemeanor? ☐ Yes ☐ No If yes, please explain: ___________________

Have you ever been convicted of a felony? ☐ Yes ☐ No If yes, please explain: ___________________

Do you have a Department of Justice report on file with YCCD? ☐ Yes ☐ No

I certify under penalty of perjury that all statements herein are true and correct. I understand that by disclosing a prior criminal history, I will not be assigned to a student work site until a criminal history clearance and administrative approval by YCCD Human Resources are on file. Further, I understand that any fees associated with this clearance process are my responsibility.

_________________________________________ _______________________
Student Signature Date
Tutoring Application Form

Name: ___________________________  ID # ______________________  Cell: ______________________

School e-mail ___________________________  Do you have Work-Study?  Yes ____  No ___

Have you tutored before?  No ____  Yes ___  Where? ___________________________

Read and initial each of the following:

_____ I understand that I can work a maximum of 20 hours per week, but that those hours are not guaranteed. Availability of hours is based on program and location needs, funding, and student demand for services.

_____ I am aware that if hired, I will be required to participate in both tutoring meetings and training sessions.

_____ I understand that I may be assigned to work on either East or West Campus as needed.

_____ I agree to support and promote the rules and regulations of the Library & Learning Centers.

_____ I am aware that I am responsible for fingerprinting costs if offered a position in the L&LC.

List the subjects that you wish to tutor (The minimum of a high “B” is required)

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Other Secondary Courses that you would be willing to tutor in case of emergency:

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________________________________________  _________________
Applicant’s Signature  Date

Library & Learning Center  Last Updated 9/24/14
# Tutoring Availability Form

Name: ___________________________________________ ID #: ___________________

Cell: __________________________ School E-mail Address: __________________________

Semester applying for: Fall  Spring  Summer  How many units do you intend to enroll in next semester? __

Mark an “X” at the times that you will be available to tutor.

Your tutoring assignment may be on East or West Campus, so you must consider traveling times.

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For Office Use Only

Units enrolled this Semester: __________ GPA Check by: __________ Date: __________

Invite for Interview: YES NO Interview Date/Time: __________________________

Hire: Yes NO Hold Application for Next Semester: YES NO

Library & Learning Center

Last Updated 9/24/14
Faculty Recommendation Form

I recommend _____________________________________________________________

(name of student)
to be a tutor in the Integrated Learning Center. This student took and passed my __________________ with a ___________________.

(name of class) (grade in the class)*

Please describe any characteristics you saw in this student that are likely to make him/her a good tutor i.e. academic performance, interpersonal relationships, patience, etc.

________________________________________________________________________

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Do you have any further comments?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Faculty Name: _____________________________________________________________

Signature: __________________________________________________________________

Division: ________________ Office Phone: ________________

Date: ___________________________________________________________________

Faculty Member:

The student presenting you with this form is applying to become a student tutor. The Integrated Learning Center staff would be very appreciative if you could take a moment to explain why you think that he/she would make a good tutor.

*Applicants are required to have passed the courses they wish to tutor with the minimum of a high “B” grade.

Should you have any questions regarding tutoring or this form, please call us at 575-6460 (East) or 575-7766 on West Campus.

Thank you!