INTÉGRATED ACADEMIC SUPPORT SERVICES

TUTOR APPLICATION

QUALIFICATIONS:

- Full-time undergraduate or graduate student
- Minimum cumulative GPA of a 3.0.
- Knowledgeable of academic content to tutor the subjects; preferred grade of A in courses eligible to tutor.
  - All majors welcomed.
  - *Writing Tutor:* must have completed ENGL 121, ENG 122, ENG 124. English majors and minors preferred. Have a strong knowledge of the writing process and writing styles.
- Maintain accurate records and submit required reports by the due dates.
- Maintain professionalism and act as a model student.
- Have strong work ethics and be self-motivated.
- Have excellent communications skills (written and oral)
- Have strong desire to help others and the ability to build good rapport with others.
- Offer assistance in developing study strategies and encouragement.
- Be open to evaluation and be willing to improve.
- Work effectively with students, staff, faculty and alumni of diverse backgrounds.

RESPONSIBILITIES:

- Be knowledgeable of the subject and academic content. Be self-motivated to keep abreast of content material.
- Assess needs of tutee and facilitate the tutorial session. Work one-on-one with students or with small groups.
- Manage multiple small groups at different skill levels and facilitate one-to-one tutorial sessions.
- Provide targeted topics to individuals in tutorial sessions or to small groups in workshops.
- Attend CRLA certification and professional development workshops and IASS meetings/trainings.
- Create a rapport with students; demonstrate strong desire to help peers.
- Work effectively with students, staff, faculty and alumni of diverse backgrounds.
- Promote Integrated Academic Support Services by assisting with marketing strategies and campaigns.
- Encourage students to attend appropriate academic program workshops offered by the Office of Student Success and University community.
- Maintain professionalism and act as a model student.
- Have excellent communications skills (written and oral).
- Adhere to policies and procedures as outlined by the program.
- Complete various administrative tasks as assigned by supervisor.

BENEFITS:

- Earn CRLA Level 1 and Level 2 Certification.
- Hours are flexible – work around your schedule.
- Strengthens your communication, facilitation, and leadership skills.
- Reinforces your study skills and learning strategies.
- Expands your resume for graduate school or other positions.
- Earn $13.50/hr – undergraduate; $15.00/hr - graduate.

APPLICATION PROCESS:

- Submit application to IASS@desu.edu.
- Once all materials are provided, eligible candidates will be contacted for an interview.

For further information, please contact us at IASS@desu.edu.

Revised: 12/2023
TUTOR APPLICATION

Last ____________________________ First ____________________________ Middle ____________________________

DSU # ____________________________

Cell Phone #: ____________________________ Email Address: ____________________________

(All email communication will be done via DSU address only.)

Current Class Standing □ freshmen □ sophomore □ junior □ senior □ graduate student

Expected Date of Graduation: ____________________________

Major: ____________________________ Minor: ____________________________

Cumulative GPA: ____________ Permission to access your DSU transcript? □ Yes □ No

If you are an international student, indicate your visa type (i.e. F1, J1, etc.). ________________

Choose Unit: □ Tutorial Center □ QRC - Math □ Writing Studio

TC and QRC: List all the courses you would like to tutor, the grade earned, and if taken at DSU.

Writing Studio: List all the English course taken, the grade earned, and if taken at DSU.

<table>
<thead>
<tr>
<th>Course Name/Number</th>
<th>Grade</th>
<th>Taken at DSU</th>
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II. SHORT ANSWER QUESTIONS: Submit typed responses with application.

1) Why are you interested in this position?

2) List and explain leadership or positions where you assisted students. How will you transfer that knowledge to help with their academic needs?

3) What has contributed most to your academic success and how will you share these traits with students in your tutorial sessions?

III. Submit Resume.

IV. Two recommendations; one must be from professor in subject area. (faculty may use the attached recommendation form or submit a letter; may be submitted separate from application.)

Applicant’s Signature __________________________________________ Date ____________________________

Office Use Only

Materials Submitted __________________________ Interview Request __________________________ Status __________________________
INTEGRATED ACADEMIC SUPPORT SERVICES

Faculty/Staff Recommendation Form for Tutor Position

TO BE COMPLETED BY STUDENT

Name of Applicant: _____________________________________________________________________________

Last       First       Middle

Courses/subjects for which I would be considered to tutor: ____________________________________________

Name of Faculty/Staff__________________________________________ Department____________________________

TO BE COMPLETED BY FACULTY

Tutors assist students in the courses for which they have strong content knowledge. Tutorial sessions will be a holistic approach – more than just giving students the homework answers. Tutors will help students with course concepts as well as study skills such as note-taking and test-taking strategies.

The above named student has applied for a position as an IASS Tutor for the listed subjects/courses. Your input is a valuable part of the application process as it will provide the information needed to select qualified and competent tutors. Please complete the below form by providing a candid evaluation of the candidate’s potential to serve effectively as a tutor.

Please submit recommendation to the IASS professional staff at IASS@desu.edu.

How long and in what capacity have you known the applicant? __________________________________________

Please rate the applicant on the following qualities listed in the table.

<table>
<thead>
<tr>
<th>The applicant …</th>
<th>Superior</th>
<th>Above Average</th>
<th>Average</th>
<th>Below Average</th>
<th>Unable to assess</th>
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<tbody>
<tr>
<td>Understands content knowledge and articulates concepts.</td>
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<td>Converses with, listens and conveys understanding to others.</td>
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<td>Expresses ideas &amp; displays critical thinking skills both verbally and in writing.</td>
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<td>Is dependable and self-motivated.</td>
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<td>Demonstrates strong interpersonal skills.</td>
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</table>

Overall recommendation: ☐ Strongly recommend ☐ Recommend ☐ Recommend with reservation ☐ Do not recommend

Additional Comments: ________________________________________________________________

_____________________________________________________________________________________

Faculty/staff Signature________________________________________________Date____________________________

Revised: 12/2023