



## INTEGRATED 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 or ENG 101, ENG 102. 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 \$15.50/hr – undergraduate; \$16.50/hr - graduate.

#### APPLICATION PROCESS:

- Submit application to [IASS@desu.edu](mailto: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](mailto:IASS@desu.edu).



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<b>Last</b>	<b>First</b>	<b>Middle</b>
DSU # _____		
Cell Phone #: _____		Email Address: _____ <small>(All email communication will be done via DSU address only.)</small>
Current Class Standing <input type="checkbox"/> freshmen <input type="checkbox"/> sophomore <input type="checkbox"/> junior <input type="checkbox"/> senior <input type="checkbox"/> graduate student		
Expected Date of Graduation: _____		
Major: _____		Minor: _____
Cumulative GPA: _____ IASS will access your DSU transcript to view your academic profile.		

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 courses taken, the grade earned, and if taken at DSU.

Course Name/Number	Grade	Taken at DSU

**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 _____

