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**Tutoring Job Description**

**Responsibilities**

* Provide tutoring to MJC TRIO SSS students and help students to gain an understanding of course material
* Help on 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

**Qualifications**

* Successfully completed the course for which tutoring services are being provided with a grade of B or higher
* 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 and at least one semester with TRIO SSS
* 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.

**\*Training:** All tutors must enroll in a one-unit Tutor 100 hybrid class (approx. 18 hours of work)

**Schedule:** Flexible hours according to student’s availability

**Salary:** $14 per hour (Federal Work Study Students will have preference)

**Mail your application to the TRIO Student Support Services Office in Morris Memorial 207 or email to** [**fredericksenc@mjc.edu**](mailto:fredericksenc@mjc.edu)**.**

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**Tutoring Agreement Form**

NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ W#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMERGENCY CONTACT NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EDUCATION:**

UNITS COMPLETED \_\_\_\_\_\_\_\_\_\_\_\_UNITS CURRENTLY ENROLLED \_\_\_\_\_\_\_\_\_\_\_ OVERALL G.P.A.\_\_\_\_\_\_\_\_\_\_\_\_\_

COLLEGE MAJOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CAREER GOAL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EXPECTED MJC GRADUATION SEMESTER & YEAR\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ACHIEVEMENTS / AWARDS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HAVE YOU TUTOR BEFORE: YES NO Where: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
ADDITIONAL RELATED EXPERIENCE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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 needs, funding, and student demand for services.

\_\_\_\_\_ I am aware that if hired, I will be required to participate in training sessions.

\_\_\_\_\_ I agree to support and promote the rules and regulations of TRIO Student Support Services

\_\_\_\_\_ I am aware that I am responsible for fingerprinting costs if offered a position in TRIO SSS

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

|  |  |  |
| --- | --- | --- |
| **Course** | **Grade** | **Semester Taken** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Applicant’s Signature Date

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**Tutor Availability Form**

Spring \_\_\_\_ Fall\_\_\_\_ Summer \_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ W# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_@student.yosemite.edu

How many units do you intend to enroll in for the semester you are applying for? ­­\_\_\_\_\_\_\_\_\_\_

**Mark an “X” at the times that you will be able to work**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Time** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **8:00 – 8:30** |  |  |  |  |  |
| **8:30 – 9:00** |  |  |  |  |  |
| **9:00 – 9:30** |  |  |  |  |  |
| **9:30 – 10:00** |  |  |  |  |  |
| **10:00 – 10:30** |  |  |  |  |  |
| **10:30 – 11:00** |  |  |  |  |  |
| **11:00 – 11:30** |  |  |  |  |  |
| **11:30 – 12:00** |  |  |  |  |  |
| **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** |  |  |  |  |  |
| **3:30 – 4:00** |  |  |  |  |  |
| **4:00 – 4:30** |  |  |  |  |  |
| **4:30 – 5:00** |  |  |  |  |  |

**For Office Use Only**

**Units Enrolled this semester: \_\_\_\_\_\_\_\_\_ GPA Checked by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_**

**Invite for Interview: YES NO Interview Date & Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**For Office Use Only**

**Units Enrolled this semester: \_\_\_\_\_\_\_\_\_ GPA Checked by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_**

**Invite for Interview: YES NO Interview Date & Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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