



## Employment Opportunities Peer Tutors - Tutorial Center

Description of the Position - Tutors are responsible for recruiting and assisting students that wish to improve their abilities in given subjects. Tutors provide individual and small group tutoring, workshops, conversation groups, and classroom presentations. Tutors will be responsible for acting as a representative of the Hartnell College Tutorial Center and maintaining a partnership with the college instructional staff. Paid training is provided and required for advancement.

Required Qualifications – This position requires the ability to relate to all Hartnell College students, identify student needs, and communicate well with students, faculty, and staff. Completion of the Tutor Training during the first semester of hire, ability to attend meetings, maintain 12 or more units in fall and spring or 4 or more units for summer, and maintain a grade point average of 3.0 or above is preferred. Having received an “A” or “B” or currently enrolled and doing excellent work in the course(s) to be tutored, faculty recommendation for the subject(s) you wish to tutor, and availability to work between 5-20 hours per week are required.

Conditions of Employment – Employment is part-time (maximum of 20 hours/week) student-hourly with hours by your arrangement between 8 a.m. and 9 p.m., Monday through Friday. Some tutoring is assigned on an appointment (as needed) basis; therefore, the number of hours worked each week will vary with student demand for assistance. Drop-in tutoring positions with regularly scheduled hours are also available. In addition to actual tutoring, tutors are paid for instructor visits, classroom presentations, preparation time and training.  
Pay ranges from \$9.04 - \$11.65 hr.

Application Procedure - Complete the attached application and return it to the Tutorial Center, college annex 108, and schedule an interview with the Tutorial Coordinator. The Tutorial Center is open from 9 a.m. to 5 p.m. Monday through Thursday, 9 a.m. to 2 p.m. Friday. Summers from 9 a.m. to 5 p.m. Monday through Friday. For further information call 755-6738 or email fhenders@hartnell.edu

Please note; any provisions of this announcement may be modified or revoked without notice. Hartnell College is an equal opportunity employer. Minorities, Women, and the Handicapped are encouraged to apply.

## Peer Tutors - Tutorial Center

Name \_\_\_\_\_ ID. # \_\_\_\_\_ Phone # \_\_\_\_\_  
 Address \_\_\_\_\_ email \_\_\_\_\_  
 Major \_\_\_\_\_ # Units this semester \_\_\_\_\_ G.P.A. \_\_\_\_\_

List the course(s) or subject areas in which you want to tutor.

Course/Area	Date Completed / Instructor	Grade
_____	_____ / _____	_____
_____	_____ / _____	_____
_____	_____ / _____	_____
_____	_____ / _____	_____

Describe any experience you have acquired that relates to this position.

---



---



---



---

Language in which you are Proficient (Read, Write, or Speak):

Native \_\_\_\_\_ 2nd \_\_\_\_\_ 3rd \_\_\_\_\_

How many hours a week would you like to work? (Max 20) \_\_\_\_\_ hrs/wk

Please indicate **all** the days and times you are available to work by filling in the boxes with: **C** = Class    **T** = Tutoring time    **S** = Study time    **O** = Other

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
8-9 a.m.					
9-10					
10-11					
11-12					
12-1					
1-2 p.m.					
2-3					
3-4					
4-5					
5-6					
6-7					

## Faculty Recommendation

Dear Faculty Member,  
Your assistance is need in hiring tutors for the current academic semester.

Mr./Ms. \_\_\_\_\_ has expressed an interest in tutoring Hartnell students. Please help us by providing your assessment in the areas indicated below.

Academic Area/Course: \_\_\_\_\_

Area of Assessment	Excellent	Good	Fair	Poor	Unable to Assess	Comments
Dependability						
Academic Competence						
Maturity						
Communication Skills						
Relationships with others						

Recommendation for a tutorial position: yes\_\_\_ no\_\_\_ unable to assess/not at this time \_\_\_

Instructor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Academic Area/Course: \_\_\_\_\_

Area of Assessment	Excellent	Good	Fair	Poor	Unable to Assess	Comments
Dependability						
Academic Competence						
Maturity						
Communication Skills						
Relationships with others						

Recommendation for a tutorial position: yes\_\_\_ no\_\_\_ unable to assess/not at this time \_\_\_

Instructor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Attention Applicant - As part of the screening process for hiring tutors, your college transcripts will be reviewed to confirm academic information.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_