



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. 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.



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Last	First	Middle
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: _____ Permission to access your DSU transcript? <input type="checkbox"/> Yes <input type="checkbox"/> 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.

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 _____



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.

The applicant ...	Superior	Above Average	Average	Below Average	Unable to assess
Understands content knowledge and articulates concepts.					
Converses with, listens and conveys understanding to others.					
Expresses ideas & displays critical thinking skills both verbally and in writing.					
Is dependable and self-motivated.					
Demonstrates strong interpersonal skills.					

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

Additional Comments: _____

Faculty/staff Signature _____ Date _____