Student Support Services (SSS) tutors must possess expertise in specified academic content areas and in study skills. Tutors meet with SSS program participants on an individual basis, and are responsible for facilitating the arrangement of times and locations for tutoring sessions. SSS tutors must be successful West Virginia University students in good academic standing, and must be flexible, patient, and sensitive to the specific needs of the SSS student population.

# MINIMUM QUALIFICATIONS:

- > Full-time undergraduate or graduate student at WVU in good standing
- Cumulative grade-point average of 3.0 on a 4.0 scale

# **APPLICATION PROCESS:**

Applicants must submit a completed **application**; an **academic transcript** (may be unofficial), and **two letters of reference** from an instructor, employer, staff member, or person who can speak to your abilities and/or character. Finalists will be selected for an interview. If no vacancies are available, applications will be kept on file for one year from the date of submission and will be considered for future openings.

# TERMS OF EMPLOYMENT:

Tutors earn a starting wage of \$9.75 per hour. Graduate students start at \$10.50 per hour. Employment is contracted for one semester, with subsequent employment contingent upon satisfactory performance evaluations and need for assistance in specified content areas.

#### **RESPONSIBILITIES:**

- Schedule tutoring appointments within assigned time-frame
- Complete and submit all forms as directed
- > Arrive on time and utilize full scheduled time for tutoring and instruction
- Review syllabi and course material in advance
- Use interactive tutoring techniques
- > Provide peer advising and study skills tutoring, when appropriate
- Attend all staff training sessions and meetings
- ➤ Maintain a 3.0 grade-point average
- > Possess extensive knowledge of campus support programs and resources

RETURN COMPLETED APPLICATION, ACADEMIC TRANSCRIPT, AND TWO LETTERS OF REFERENCE TO:

Student Support Services West Virginia University G-30 Mountainlair, PO Box 6230 Morgantown, WV 26506-6230 304-293-6629- phone, 304-293-3044- fax http://sss.wvu.edu/

# TUTOR APPLICATION Student Support Services

# Please type or print legibly. Additional pages may be attached, if needed.

Name:		_	Student Number:	
Local Address:				
Phone Number:				
Rank:				
Cumulative GPA:				
Estimated Graduation D	ate:			
Interested in tutoring dur	ring the following semester	ers:		
Fall: Sprin	ng:	Summe	r I:	Summer II:
How many hours per we	ek are you available to w	ork?		
Are you currently employ	yed by WVU?			
If yes, for how many hou	irs per week, and for whic	ch depar	tment?	

Please specify in which courses you feel qualified to tutor. Please include the WVU course numbers and the grades you obtained in the courses. Do not list courses in which you will be enrolled while serving as a tutor.

Subject	WVU Course Number	Grade Earned

Please list your current and previous work experience:

Position	Organization	Duties	Employment Dates

\_\_\_\_\_

What qualifications do you possess that would make you a good tutor?

What would be your best piece of advice for a student who is struggling academically?

What is your definition of strong study skills, and how would you teach them to a student?

I verify that all of the information contained in this application is true, and I authorize Student Support Services to solicit any pertinent information regarding my candidacy, including verifying grades and enrollment information.

Signature and date

RETURN COMPLETED APPLICATION, ACADEMIC TRANSCRIPT, AND TWO LETTERS OF REFERENCE TO:

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