Student Support Services/ TRIO
Tutor Application

TRiO

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: _____   Email: _____

Rank: _____   Major: _____

Cumulative GPA: _____   GPA Earned Last Semester: _____

Estimated Graduation Date: _____

Interested in tutoring during the following semesters:

Fall: _____   Spring: _____   Summer I: _____   Summer II: _____

How many hours per week are you available to work? _____

Are you currently employed by WVU? _____

If yes, for how many hours per week, and for which department? _____

_____

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:

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

TRiO