

TUTOR APPLICATION *Student Support Services*

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, 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
- Cumulative grade-point average of 3.0 on a 4.0 scale
- 29 or more earned credit hours (sophomore standing)

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 \$8.00 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
215 Student Services Center, PO Box 6230
Morgantown, WV 26506-6230
304-293-6629- phone, 304-293-3044- fax
<http://www.wvu.edu/~trio>



Position	Organization	Duties	Employment Dates

Please list your current and previous work experience:

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
 215 Student Services Center, PO Box 6230
 Morgantown, WV 26506-6230
 304-293-6629- phone, 304-293-3044- fax
<http://www.wvu.edu/~tr>

