

# **Adams State College Tutoring Center Tutor Application and Job Description**

## **Job Description:**

- 1. Provide appropriate tutorial assistance in assigned areas.**
- 2. Determine the academic needs of assigned students.**
- 3. Document tutorial objectives, activities, material needed, and assessment of the tutorial assistance.**
- 4. Establish an organized study plan for students assigned to them.**
- 5. Participate in all scheduled staff meetings and in-service education as designated by the staff.**
- 6. Serve as a model (academically, promptness, dedication) for students being tutored.**
- 7. Consult with course instructors about the academic needs, progress, and evaluations of students.**
- 8. Maintain information about course objectives, time schedules, requirements, assignments, and tests.**
- 9. Maintain exact records of times and dates worked. This is for pay verification.**
- 10. Provide tutorial assistance as assigned by the Coordinator.**

## **\*\*\*REQUIREMENTS\*\*\***

**Applicants must be a Junior, Senior, or Graduate student and have earned a minimum of 3.0 GPA in the tutoring area applied for in this application. Sophomores with a minimum 4.0 in the tutoring area applied for may also become tutors. Freshman will be considered under certain circumstances.**

**Tutor Application:**

NAME \_\_\_\_\_ ID# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

LOCAL ADDRESS \_\_\_\_\_

PERMANENT ADDRESS \_\_\_\_\_

LOCAL TELEPHONE \_\_\_\_\_ PERMANENT TELEPHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

CLASSIFICATION:  FRESHMAN  SOPHOMORE  JUNIOR  SENIOR

CUMULATIVE GPA \_\_\_\_\_

**ETHNIC/RACIAL BACKGROUND:**

- American Indian or Alaskan Native       Hispanic
- Black (not of Hispanic Origin)       Caucasian/White (not of Hispanic origin)
- Asian or Islander       Other

**PRIOR TUTORIAL EXPERIENCE OR RELATED EXPERIENCE**

FROM \_\_\_\_\_

TO \_\_\_\_\_

AGENCY OR PROGRAM \_\_\_\_\_

SUPERVISOR \_\_\_\_\_

**GIVE THE NAME OF AT LEAST THREE PERSONS WHO CAN GIVE A RECOMMENDATION FOR YOU. REFERENCES MUST BE A PROFESSOR, WORK SUPERVISOR, OR SOMEONE FAMILIAR WITH YOUR ACADEMIC WORK.**

NAME	ADDRESS	PHONE NUMBER
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



OFFICIAL BEAR PAW

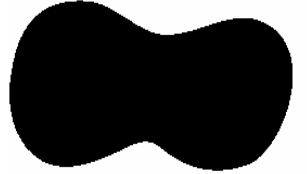
LIST SUBJECTS IN WHICH YOU FEEL QUALIFIED TO TUTOR:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



TUTORING AREA GPA \_\_\_\_\_

PLEASE GIVE A BRIEF EXPLANATION OF WHY YOU WISH TO BECOME PART OF THE ADAMS STATE COLLEGE TUTORIAL PROGRAM.



\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

OFFICIAL BEAR PAW

I HEREBY CERTIFY THAT THE INFORMATION ON THIS APPLICATION IS CORRECT AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I HEREBY ALSO GRANT PERMISSION TO THE ASC TUTORING CENTER TO SECURE THE NECESSARY PERTINENT INFORMATION TO MY PARTICIPATION IN THE PROGRAM. (E.g.) FINANCIAL DATA, TEST SCORES, TRANSCRIPTS, ETC.

SIGNATURE OF APPLICANT \_\_\_\_\_

DATE \_\_\_\_\_

=====  
=====

FOR OFFICE USE ONLY:

DATE INTERVIEWED \_\_\_\_\_

INTERVIEWED BY \_\_\_\_\_

APPROVED \_\_\_\_\_

DISAPPROVED \_\_\_\_\_

REASON: