



## ***TUTOR JOB DESCRIPTION AND APPLICATION***

All Heritage University tutors are required to complete the application process to be considered for employment.

### **Job Description Summary:**

Heritage University hires tutors primarily for work in the Writing and Academic Skills Center (WASC). Tutors in the WASC support a variety of programs, including TRiO, CAMP, and the Bridge program, as well as providing direct tutoring to the greater Heritage and Yakima Valley communities.

Tutors provide academic support to Heritage University students through one-on-one and small group tutoring sessions in subjects that the tutor has been hired to support. Tutors facilitate learning and serve as guides and coaches to assist students in becoming successful independent learners.

The purpose of tutoring is to increase and enhance mastery of concepts or applications of a specific course of study. Tutors integrate effective study and learning strategies to maximize students' potential for academic success. As a member of the Writing and Academic Skills Center, tutors are expected to contact instructors and maintain ongoing communication with Lead Tutors and Tutoring Directors. Tutors are also expected to refer students to other appropriate college resources as needed.

### **Responsibilities:**

Represent Heritage University in a positive manner with prospective, former, and current students, as well as other clients, suppliers, and the community we serve.

Interact effectively with a diverse group of faculty, staff, students, and other customers of our services.

Learn and use operating practices of the department and Heritage University.

Uphold the Heritage University Mission Statement.

Handle confidential information with tact and discretion, and in compliance with FERPA regulations.

Complete online Tutoring Methods course and demonstrate knowledge of and reflection on tutoring theory and practice. Attend supplemental training and professional development as needed.

Tutor students in specific course materials and integrate study skills and learning strategies to promote independent learning. Discuss skills and strategies such as: time management, study strategies, and navigating the university environment.

Maintain a consistent weekly schedule of work hours in the Writing and Academic Skills Center for walk-ins and scheduled one-on-one or group appointments.

Meet with instructors of the courses you are tutoring to discuss your role as a tutor and obtain any information that will assist you to effectively tutor. Visit classes in your assigned subject areas to let students know of your availability, and reach out students who are struggling or have been referred for services.

Keep and maintain regular and accurate electronic records of tutoring sessions.

Develop a good understanding and knowledge of college services, support, and resources. Research and share student resources such as Smarthinking, Chalk & Wire, Blackboard Collaborate, Purdue OWL, and MyHeritage.

Develop handouts and other instructional materials for students, work on projects assigned, and help keep the center running smoothly and efficiently. Help maintain an orderly and clean working environment.

Greet visitors, students, faculty, and staff visiting the WASC. Answer the phone, take messages, staff the front desk, schedule appointments, and triage as needed.

Complete and submit accurate bi-weekly timesheets to the Tutoring Directors.

***Knowledge and Disposition:***

The ideal candidate should possess a genuine interest in helping other students to develop study skills and acclimate to college-level coursework, as well as extensive knowledge of the subjects being tutored and the ability to communicate that knowledge to tutees. Experience in leadership and familiarity with learning styles is a plus.

Candidate should demonstrate an excellent level of responsibility, reliability, and punctuality; exhibit appropriate and professional behavior at all times; be self-motivated; and possess a willingness to accept supervision and constructive feedback and implement recommendations for improvement as directed.

Candidate should also be committed to creating a welcoming and positive environment and be sensitive to student diversity. Candidate should demonstrate above-average creative problem-solving, critical thinking, patience, and decision-making skills; in addition, candidate should show leadership potential.

***Abilities and Requirements:***

- Communicate in a concise and effective manner, both verbally and in writing.
- Adjust tutoring methods as needed to meet various learning styles of students.
- Work well with staff, students, and faculty at a professional level.
- Be empathetic to students having difficulties.
- Be capable of staying on task with minimal supervision.
- Have excellent attendance and time management.
- Dress according to casual professional standards.
- Wear a nametag at all times and other identifying gear, if provided.

***Application Process:***

To be considered for a tutor position, applicants must submit the application—including faculty recommendations for the subject areas and courses they are competent to tutor in—to the Tutoring Directors. Qualified applicants will be contacted for a brief interview.

If you have any questions, please contact Amy Vaniotis at [WASC@heritage.edu](mailto:WASC@heritage.edu) or (509) 865-8529.



**TUTOR APPLICATION**

Date: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Phone: (     ) \_\_\_\_\_ Cell Phone: (     ) \_\_\_\_\_

Email: \_\_\_\_\_

Are you a current Heritage University student:  Yes  No

If yes, what is your current major area of study: \_\_\_\_\_

Who is your current faculty advisor: \_\_\_\_\_

How many credits are you enrolled in: \_\_\_\_\_

If no, do you have a BA, BS, or Master's Degree:  Yes  No

Highest degree earned: \_\_\_\_\_

From (institution): \_\_\_\_\_

*Applicants that are not a current student enrolled at Heritage University will need to complete a Heritage University Application for Employment.*

Why are you applying for this position?

What tutoring and/or teaching experience can you document? You may also attach this separately.



**Time Availability:**

Please place an "X" in the time slots that you are available to tutor. If you do not know your schedule yet, please provide your best estimate.

Hours	Monday		Tuesday	Wednesday	Thursday	Friday
8:00-9:00						
9:00-10:00						
10:00-11:00						
11:00-12:00						
12:00-1:00						
1:00-2:00						
2:00-3:00						
3:00-4:00						
4:00-5:00						
5:00-6:00						
6:00-7:00						
7:00-8:00						
Total Hours						

I have completed the Heritage University tutor application. All the information that I have provided is true and accurate to the best of my knowledge. I understand the tutor job summary, its principal duties and responsibilities, and the requirements of employment at Heritage University and the Writing and Academic Skills Center.

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Signature of the Applicant

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Date

 **Heritage University**  
**FACULTY RECOMMENDATION FORM**

**STUDENTS:**

Thank you for your interest in becoming a tutor! Please complete the portion of this form that says, “To be completed by the students.” Include your name and student ID number in the designated area. After you have completed that portion, please take this form to a Heritage University instructor who knows your competency in the specific subject you want to tutor. It should be an instructor from whom you have taken a class. It is your responsibility to have your instructor provide a grade and a signature for all of the classes you are able to tutor. If you wish to tutor in more than one subject area you may request a faculty recommendation from more than one instructor. If you have any questions regarding this form, please contact Amy Vaniotis at [WASC@heritage.edu](mailto:WASC@heritage.edu) or (509) 865-8529.

**FACULTY:**

Hello, faculty! The student listed below is interested in applying for a tutoring position at Heritage University. We ask that you briefly describe the student’s attendance, ability to work with others, communication skills, and overall proficiency of the subject or subjects listed below. Please complete the confidential Faculty Recommendation form and return it directly to Amy Vaniotis. If you have any questions regarding this form, please contact Amy at [WASC@heritage.edu](mailto:WASC@heritage.edu) or (509) 865-8529.

Student ID #: \_\_\_\_\_ Student Name: \_\_\_\_\_

To be completed by the student			To be completed by the faculty		
Course(s)	Instructor	Term/Year	Grade	Signature	Date
Comments from Faculty:					

To be completed by the student			To be completed by the faculty		
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Comments from Faculty:					