***ACADEMIC SKILLS CENTER (ASC)***

***TUTOR JOB DESCRIPTION AND APPLICATION***

All Heritage University tutors are required to complete an application and interview in order to be considered for employment.

**Job Description Summary:**

Heritage University hires tutors for work in the Academic Skills Center (ASC) or other approved locations. 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.

Tutors in the ASC support a variety of programs, including TRiO, CAMP, CRESCENT, and the Bridge program, as well as providing direct tutoring to the greater Heritage and Yakima Valley communities.

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 ASC, tutors are expected to contact instructors and maintain ongoing communication with ASC leadership, including ASC Coordinators and Lead Tutors. 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 ASC 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 ASC. Answer the phone, take messages, staff the front desk, schedule appointments, and triage as needed.
* Complete and submit accurate bi-weekly timesheets to the ASC leadership.

***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.
* Have received documented grades of A’s or B’s in subject areas to be tutored *or* completed degree or experience in content areas.

***Application Process:***

To be considered for a tutor position, applicants must submit an application. Current students or recent graduates must also ask a faculty to submit a recommendation form. Qualified applicants will be contacted for an interview.

If you have any questions, please contact Associate Coordinator of the ASC, Karita Maltos, at [Maltos\_K@heritage.edu](mailto:Maltos_K@heritage.edu) or (509) 865-0407.

***ACADEMIC SKILLS CENTER (ASC) TUTOR APPLICATION***

***Page 1 of 2***

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| Date: |  | | | | | Student ID#: | |  |
|  | | | | | | | | |
| Name: |  | | | | | | | |
|  | | | | | | | | |
| Address: | | |  | | | | | |
|  | | | | | | | | |
| City/State/Zip Code: | | | |  | | | | |
|  | | | | | | | | |
| Phone: | | ( ) | | | Email: | |  | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Are you a current Heritage University undergraduate student? | | | | | |  | Yes | |  | No |
|  |  | | | | | | | | | |
|  | If yes, what is your current major area of study? | | | | |  | | | | |
|  |  | | | | | | | | | |
|  | Who is your current faculty advisor? | | |  | | | | | | |
|  |  | | | | | | | | | |
|  | What is your expected graduation (or transfer) term and year? | | | | | | |  | | |
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|  | | | | | | | | | | |
| If no, do you have a BA, BS, or Master’s Degree? | | | | | |  | Yes | |  | No |
|  |  | | | | | | | | | |
|  | Highest degree earned: | |  | | | | | | | |
|  |  | | | | | | | | | |
|  | From (institution): |  | | | | | | | | |
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| What subject or subjects would you like to tutor? | | | | |  | | | | | |
|  |  | | | | | | | | | |
|  | If applicable, what is the highest course number you are comfortable tutoring within your subject(s)? | | | | |  | | | | |

*PLEASE SEE PAGE 2*

***ACADEMIC SKILLS CENTER (ASC) TUTOR APPLICATION***

***Page 2 of 2***

**Why are you applying to be a tutor in the Heritage University ASC?**

**Please describe your past tutoring or teaching experience, whether formal or informal:**

I have completed the Heritage University ASC 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 Academic Skills Center.

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| --- | --- | --- |
|  |  |  |
| Signature of the Applicant |  | Date |

***ASC TUTOR FACULTY RECOMMENDATION FORM***

***\*To Be Completed for Current Students or Recent Graduates\****

**STUDENT:**

In order to become a tutor for the Academic Skills Center, you must have received an A or B in each subject you would like to tutor, and receive a faculty recommendation for each of those subjects. Please fill out the section marked “To be completed by the student,” then take the form to a Heritage University instructor whose course or courses you have taken and who knows your competency in the specific subject you want to tutor. If you wish to tutor in more than one subject area, please use a new copy of this form for each additional faculty member.

If you have any questions, please contact the ASC via email at [ASC@heritage.edu](mailto:ASC@heritage.edu) or call 855-8517

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| --- | --- | --- | --- | --- | --- |
| ***To be completed by the student*** | | | | | |
|  | | | | | |
| Name: |  | | | Student ID: |  |
|  | | | | | |
| Faculty recommender: | |  | | | |
|  | | | | | |
| Course taken from faculty member (please include the term/year): | | |  | | |

**FACULTY:**

The student listed above is interested in becoming a tutor for the Academic Skills Center. Please briefly describe the student’s attendance, ability to work with others, communication skills, and overall proficiency in the subject or subjects listed below.

**We ask that you personally return this confidential recommendation form to the ASC, either in person, via intercampus mail, or scan and email.** If you have any questions, please contact the ASC via email at [ASC@heritage.edu](mailto:ASC@heritage.edu) or call 855-8517

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| --- | --- | --- | --- | --- | --- |
| ***To be completed by the faculty member*** | | | | | |
|  | | | | | |
| What grade did the student receive in the course listed above? | | | |  | |
|  | | | | | |
| What course or subject area do you recommend this student for? | |  | | | |
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| What concerns, if any, do you have about this student tutoring for this course or subject area? | |  | | | |
|  | | | | | |
| General comments about the student: | |  | | | |
| Signature: |  | | Date: | |  |