VICTOR VALLEY COLLEGE
TUTORING AND ACADEMIC SUPPORT
TUTOR APPLICANT INFORMATION SHEET
<u>APPLICATION PROCEDURES</u>

To apply for a position as a tutor, please submit a completed employment application packet* (attached), which includes:

1. An employment application form
2. A weekly schedule of your availability
3. A signed subject qualification to tutor form and a letter of recommendation from a qualified instructor for each subject you can tutor
4. An unofficial copy of your transcript(s)
5. English Tutor Applicants ONLY: a copy of a writing sample with an instructor's comments is preferred.

* **Submit your completed employment application packet via email to tutoring@vvc.edu.**

<u>JOB DESCRIPTION/QUALIFICATIONS</u>

All applicants:

- Completion of at least one semester of college course work and current full-time student
- An overall GPA of 3.0 or higher
- Pay: $11 per hour
- Required Training: Completion of tutor orientation and continuous training held Friday afternoons
- Faculty recommendation on content knowledge and people skills.
- Content competency evidenced by a grade of an "A" or "B" (see below) in subject(s) you wish to tutor:

Math tutor applicants:	English tutor applicants:	Other tutor applicants:
Completion of Math 104, 105, or 120 and Eng. 45 with an "A" or "B"	Completion of English 101 with an "A" or "B"	Completion of the relevant course with an "A" or "B"

<u>Fall & Spring Hours</u>

Writing Center	Math Success Center	Communication Center
Mon. – Thurs. 9:00 a.m. to 7:00 p.m.	Mon. – Thurs. 9:00 a.m. to 7:00 p.m.	Mon., Thurs., Fri. 8:30 a.m. to 5:00 p.m.
Friday 9:00 a.m. to 3:00 p.m.	Friday 9:00 a.m. to 5:30 p.m.	Tues. and Wed. 8:30 a.m. to 6:00 p.m.
Saturday-Sunday Closed	Saturday-Sunday Closed	Saturday-Sunday Closed

Tutoring and Academic Support may schedule an interview with the applicant based upon completion of the employment packet and verification that minimum qualifications have been met. The needs of Tutoring and Academic Support are another factor in determining prospective interviews. Turning in an application packet does not guarantee an interview. **Eligible math and English candidates will be asked to take a diagnostic exam prior to the oral interview.**

Victor Valley College
Tutoring and Academic Support

Tutor Application
Section I: Personal Information

Last Name: First Name: M.I.:	Date:	**OFFICE USE -** Date Rec'd:
Address (street/city/state/zip code):	**Subject(s) you can tutor:** Math (indicate levels):_____ English: _____ Biology (levels): _____ Comm: _____ Chemistry (levels): _____ Statistics: _____ Physics (level): _____ Other: _____	
email:	Telephone 1: ( )	Telephone 2: ( )
Are you a current VVC student enrolled in at least twelve units? ☐ Yes ☐ No If yes, student ID number:	Have you applied to be a tutor before? ☐ No ☐ Yes If yes, month/year (or semester) _____	
In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.		

Section II: Work Experience

Please list most recent employment first.	
Company Name:	Job Title:
Address:	Supervisor's Name:
City/State/Zip:	Telephone:
Duration of employment: Start Date_____ End Date _____	
Reason for leaving:	
Company Name:	Job Title:
Address:	Supervisor's Name:
City/State/Zip:	Telephone:
Duration of employment: Start Date_____ End Date _____	
Reason for leaving:	

Section III: Education

Please check the highest level of education completed: ☐ High School ☐ Some College ☐ Bachelor's Degree
☐ Some graduate work ☐ Master's Degree ☐ Doctorate Degree ☐ Other degree(s): _____

Section IV: Required Supporting Documents

*The following documents are **required** for consideration of your application:*
1. An unofficial copy of your college transcripts
2. Your requested work schedule
3. A faculty recommendation with instructor's signature (see page 5).
4. Any letters of recommendation or certificates of tutor training completion (if applicable)
5. **English Tutor Applicants ONLY**: Please attach a writing sample with instructor's comments

Section V: Additional Questions

1. Please describe your previous experience as a tutor, whether voluntary or paid. Tell us the number of students you worked with, the age of your students, the subject(s) you tutored, the duration of the tutoring experience, what you did in your tutoring sessions, and how you felt about your tutoring experience.

2. Have you been tutored yourself? Describe your experience as a tutee. What are three qualities of an effective tutor?

3. Please list any additional experience, training, and/or other facts that you believe are relevant to your application for this position:

4. Do you hold other jobs? ☐ Yes ☐ No; if yes, # of hours per week:_____

  I certify that this information is correct to the best of my knowledge and understand that deliberate falsification or any misstatement or omissions of material facts may be cause for refusal of employment or, if employed, cause for dismissal.

_____
Applicant's Signature/Date

Return this completed application packet to:

Tutoring and Academic Support, Technology Center, 21-127

Once we have received your completed application form and supporting documents, we will evaluate your application for completeness and to ascertain that minimum qualifications have been met. An interview may be scheduled based on the subject area(s) tutored, qualifications met, and the needs of the tutoring center.

If you are invited to an interview, please plan on spending 1 to 1.5 hours on a written and oral evaluation.

Victor Valley Community College District provides opportunities for the pursuit of excellence through educational programs and services primarily for college district residents. The purpose of these programs and services is to enhance the quality of human life by providing public access to college education without regard to race, ethnic or national origin, sex, age, disability, sexual orientation, or prior educational status or any other unreasonable basis for discrimination. The lack of English language skills will not be a barrier to admission and participation in vocational education programs.

Victor Valley College *Tutoring and Academic Support*
SUBJECT QUALIFICATION TO TUTOR

Please mark all the courses you feel qualified to tutor by placing a "√" in the last column. If you are not sure what topics are covered in a particular class, please check the VVC course catalog.

Math Course	Instructor	Grade	Term/Year	√
42/42S: Elementary Algebra				
90/90S: Intermediate Algebra				
104: Trigonometry				
105: College Algebra				
120: Introduction to Statistics				
132: The Ideas of Math				
226: Analytic Geometry/Calc.				
227: Analytic Geometry and Calc.				
231: Linear Algebra				
270: Differential Equations				
English Course	**Instructor**	**Grade**	**Term/Year**	√
45: Writing Fundamentals				
101: English Comp. & Reading				
Communication Course	**Instructor**	**Grade**	**Term/Year**	√
109 CMST: Public Speaking				
Physics Course	**Instructor**	**Grade**	**Term/Year**	√
201: Engineering Physics I				
202: Engineering Physics II				
203: Engineering Physics III				
204: Engineering Physics IV				
Other Course	**Instructor**	**Grade**	**Term/Year**	√

Please read the clause below, and sign and date to complete the application.

"To the best of my knowledge, the information on my application is accurate and true."

Signature _____ **Date** _____

Victor Valley College *Tutoring and Academic Support*
Letter of Recommendation Filled Out by Instructor(s)

Applicant's last name   first name   VVC I.D. #   phone/email

To the evaluator: The applicant is applying for the position of TUTOR at Victor Valley College.

Below, please circle the number that reflects your opinion of the applicant with the referenced quality, with "1" equaling the least favorable rating and "7" equaling the most favorable rating. If you are unable to judge the applicant on a specific quality, place a check mark in the "unable to judge" column.

	Above Average				Below Average			Unable to Judge
Quality of academic work	7	6	5	4	3	2	1	☐
Reliability/punctuality	7	6	5	4	3	2	1	☐
Oral communication skills	7	6	5	4	3	2	1	☐
Written communication skills	7	6	5	4	3	2	1	☐
Analytical skills	7	6	5	4	3	2	1	☐
Patience/sensitivity	7	6	5	4	3	2	1	☐
Motivation	7	6	5	4	3	2	1	☐
Maturity	7	6	5	4	3	2	1	☐
Reliability	7	6	5	4	3	2	1	☐
Interpersonal skills	7	6	5	4	3	2	1	☐
Overall recommendation	7	6	5	4	3	2	1	☐

Please share any additional comments regarding your opinion of this student's qualifications for a tutor position. We especially appreciate written comments elaborating on the areas mentioned above.

_____

_____

_____

_____

_____

_____

Type or Print Name: _____   Date: _____

Signature: _____   Position/Title: _____

Email Address: _____

How long have you known this student? _____

Thank you for your time.

VICTOR VALLEY COLLEGE
TUTORING AND ACADEMIC SUPPORT
REQUESTED WORK SCHEDULE

Semester: _____   Year: _____

Name: _____   Date: _____

DAY	AVAILABLE HOURS	PREFERRED HOURS
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		
	WEEKLY HOURS DESIRED:	