



Job Description

Tutors provide individual and small group tutoring sessions in subjects in which the tutor is qualified and recommended by a faculty member. The tutor facilitates learning as a guide and coach to assist the student to become a successful, independent learner. 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 the student's potential for academic progress. As a member of the Student Success Center team, tutors are expected to contact instructors and maintain on-going communication with the Coordinator. Tutors are also expected to refer students to other appropriate college resources as needed. Tutoring is a supplement to teaching.

Responsibilities

1. Tutor students in specific course material and integrate study and learning strategies to promote independent learning. This can be done on a one-to-one or small-group basis.
2. Maintain a consistent weekly schedule of work hours in the Student Success Center for walk-ins.
3. Meet with the instructor (s) of the course (s) you are tutoring and discuss your role as a tutor and obtain any information that will assist you to effectively tutor. Visit classes in your subject area to let students know of your availability.
4. Complete the required tutor training seminar at the start of the semester as required by the Student Success Center Coordinator.
5. Keep regular and accurate records of tutoring sessions using the appropriate forms kept at the administrative assistant's desk.

6. Make appropriate referrals to other campus resources and inform the Student Success Center Coordinator of any referral.
7. When not tutoring, develop handouts and other instructional materials, work on projects assigned by the Coordinator, and help to keep the center running smoothly and efficiently.
8. Complete monthly timesheets accurately and submit online via web advisor in a timely manner.

Tutors

Job Requirements

Demonstrate an ability to quickly establish rapport and communicate well with students.

Complete the course (s) in which he/she wishes to tutor earning a B+ or better. A grade of “A” is preferred.

Complete recommendation forms from two different instructors from the appropriate department.

Exhibit excellent interpersonal communication skills and ease in relating to people from varying educational, cultural, and social backgrounds.

Exhibit excellent level of responsibility, reliability, and punctuality.

Exhibit appropriate and professional behavior at all times.

Complete SWTJC application forms.

Interview with the SSC Coordinator.

SWTJC
Student Success Center & Writing Center
Tutor Application

Office Use Only: Req's Met: Y/N Interview Date: _____ Hired: Y/N Hire Date: _____
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Applicant Information

Last Name	First	MI	Date
Street Address		Apartment #	
City	State	Zip	
Phone	E-mail Address		
Date Available	SSN/SWTJC ID#	GPA	

Title of position for which you are applying: _____

(Writing Tutor applicants MUST include a writing sample; ALL applicants: Instructor recommendations preferred, but not required)

Education

High School		Address			
From	To	Did you graduate?	Yes	No	Degree
College		Address			
From	To	Did you graduate?	Yes	No	Degree
Other		Address			
From	To	Did you graduate?	Yes	No	Degree

Relevant Course Work:

Experience

Employer Name		Address		
From	To	Job Title/description of duties:		
Employer Name		Address		
From	To	Job Title/description of duties:		

Clubs/Volunteer Work:

I certify that my answers are true and complete to the best of my knowledge

Signature

Date:

Tutor Responsibilities



Please initial next to each responsibility and sign at the bottom of the page.

Name _____ Student ID _____

- I understand that the tutoring schedule is set based on perceived need at the beginning of the semester. The schedule is subject to change at any point during the semester.
- I will make fliers that include name, subject(s) tutored, and schedule and distribute them around campus within the first week of the semester. Fliers will be posted on bulletin boards and distributed to appropriate professors via email or mailbox.
- I will update my fliers as necessary during the semester.
- I will maintain a professional attitude and notify my supervisor of any concerns or questions.
- I will sign in and out on my timesheet each work day and ensure that my timesheet is signed prior to the due date. If the timesheet is not complete by the due date, pay will be delayed until the next pay period.
- I will attend all training sessions and staff meetings deemed mandatory by my supervisor. Training sessions and meetings include discussions of pedagogy, problem areas, strategies, and professional/leadership development. Missing two (2) meetings is grounds for dismissal from your tutoring position.
- I will call Pat Perez at 830-591-4173 if I am going to be absent or late.
- I will limit my cell phone usage to EMERGENCY calls only when I am working and I will turn my phone off or to the vibrate setting.
- I will refrain from bringing food or drink into the computer area.
- I will clean up my areas and return all materials to their places at the end of my work shift.

If the responsibilities above are not met, the following actions will be taken:

1. Verbal warning
2. First written warning
3. Second written warning
4. Student Success Center Review Committee, possible dismissal from tutoring position.

Signature _____ Date _____

Student Success Center Employee Confidentiality Statement



As an employee of the Student Success Center and/or Writing Center at Southwest Texas Junior College, I understand that I may have access to confidential information such as grades, student records, test results, student progress in class, and similar data. I am aware that I may receive verbal or written communication with my supervisor, course instructor, or other student concerning course grades which should be kept confidential. I also understand that employment with the Student Success Center or Writing Center means I must accept responsibility to preserve the confidentiality of this information and that failure to adhere to these guidelines may result in the termination of my employment.

I have read the above employee confidentiality statement and understand and accept the responsibility to preserve the confidentiality of privileged information.

Employee Signature _____

Employer Signature _____

Date _____

Full Name _____		Writing Center
Student ID _____		
Date _____		
Time In _____	Time Out _____	
Class _____	Instructor _____	

Please describe what you would like to accomplish during this session: _____

Do you have a specific assignment?	Yes	No		
What is the assignment?	_____			
When is it due?	Today	Tomorrow	End of this week	Next Week
Other (please explain) _____				
If you are here for assistance with an essay, in what stage of the writing process are you currently working?				
Prewriting (brainstorming)	Drafting (putting ideas on paper)	Revising (improving what you have written)	Editing (polishing to submit)	

Reminders:

- We help you learn strategies for editing and proofreading
- Papers cannot be dropped off—you must stay and work on your paper.
- We do not discuss grades
- Each session is limited to 30 minutes

Tutor Comments: _____

Signature _____ Tutor Signature _____