Cañada College Peer Tutor Job Description

Qualifications

- Overall GPA of 3.0 or higher
- Competency in the varying course content, demonstrated by a final grade of B or better
- Comfort level with the subject matter
- A letter of recommendation from a Canada faculty (or faculty within the district) that can attest to your academics
- A desire to support ,encourage and engage students with diverse cultural and socio-economic backgrounds including academic ability, and ages

Responsibilities

- Assist students enhance their mastery of concepts and academic skills in specific content areas
- Coach those receiving tutoring services in areas including but not limited to: study skills, note taking, organization and time management
- Enhance confidence with encouragement and support
- Comply with the Student Code of Conduct
- Exhibit professional behavior at all times
- Maintain accurate service records for payroll and program requirements
- Perform other related duties as assigned

Tutoring Sessions

- Drop-In
- One-on-one Appointment
- Embedded
- Small Group

Compensation/Benefits

- $15 - $16 per hour
- Flexible hours and scheduling
- Reinforcement of your own knowledge and skills
- Opportunity for practical, viable teaching experience
- The chance to meet fellow students
- An addition to notable work experiences

Cañada College Learning Center Tutor Application
For Fall 2019

LEARNING CENTER TUTORS

Please Print Legibly

		G
Last Name	First Name	G-Number

Address: _____

  Number and Street   City   State   Zip Code

School Email:		@my.smccd.edu
Mobile #:	Home #:	

1. Are you a high school graduate or completed your GED? ☐Yes ☐No
If yes, are you over the age of 18? ☐Yes ☐No

2. How many units are you enrolled in for the Fall semester? _____

3. Have you completed LCTR 100? ☐Yes ☐No

4. Are you eligible for Work Study? ☐Yes ☐No ☐Not Sure

5. Are you an International Student? ☐Yes ☐No
If yes, have you obtained a Social Security Card? ☐Yes ☐No

6. When do you plan to graduate? ☐Spring ☐Fall Year _____

7. Have you ever worked for the San Mateo Community College District? ☐Yes ☐No
If yes, where do/did you work: _____Supervisor: _____

8. Do you speak another language? ☐Yes ☐No
If yes, what language(s): _____

9. Do you have any previous tutoring experience? ☐Yes ☐No
If yes, please give a brief description: _____

_____

_____

Below, list the specific subjects you would like to tutor and get instructors' signature(s).

Subject Area	Course Number	Instructors Name (Printed)	Instructor Signature

Potential Tutor Schedule

1. How many days per week would you want to work? _____*

2. How many hours per week would you want to tutor? _____*

3. Are you interested in tutoring on Saturdays (10AM - 2PM by appointment only)? ☐Yes ☐No

4 Please indicate _all_ the days and times you are _available_ to work by marking the boxes below. (Please note that by checking a box below that is confirming your availability to work during that half hour period).

*: We will make every effort to arrange a schedule so that it meets your needs, but hours given are based on Learning Center needs. Your scheduled hours may be less than you request.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00 AM						
8:30 AM						
9:00 AM						
9:30 AM						
10:00 AM						
10:30 AM						
11:00 AM						
11:30 AM						
12:00 PM						
12:30 PM						
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