



## Information for Tutor Applicants

### Tutor Responsibilities

Tutors work with students to reinforce and supplement instruction and enhance academic achievement.

Tutors must be able to follow directions, be reliable and responsible about keeping schedules, logging in and out, and informing the Tutor Center staff of needed changes in schedules. **Tutors must check their Sierra College email account daily.**

Tutors work a minimum of 4 and a maximum of 24 hours per week (20 for international students). Starting pay is minimum wage per hour.

### Qualifications

Tutors must have completed the courses they wish to tutor with a grade of A or B. In some cases, such as foreign language tutoring, equivalency may be established through an instructor of that subject. Tutors must have a Sierra College instructor's recommendation to tutor each subject area, and successfully complete an interview with Learning Center staff.

Tutors must be able to communicate successfully with a wide variety of people and be able to empathize with students of different ages, backgrounds and abilities. Tutors must be patient, flexible and able to adjust to the various personalities and situations they encounter. As part of the screening process, the Learning Center may solicit additional input from campus staff and faculty to determine the candidate's suitability as a tutor.

Tutors must be enrolled in at least six units and either have completed *or be enrolled in SD1 – Intro to Tutoring*. Tutors must also be fingerprinted at Campus Police Services and pass a background check.

### Tutor Training and Probationary Period

Tutors are required to attend a paid orientation before each semester. All tutors must successfully complete SD1, Techniques of Tutoring with a grade of B or better, for which they will receive one unit of academic credit transferable to CSU. Auditing of the class is not permitted. The class may be taken concurrently during the first semester of employment as a tutor.

The first semester of employment as a tutor will be probationary. Tutors will be observed during tutoring sessions and monitored for compliance with Learning Center policies and procedures. Upon successful completion of the probationary period, the tutor will be invited to continue the following semester.

**Questions?** Jennie Longmire at [jlongmire@sierracollege.edu](mailto:jlongmire@sierracollege.edu)

### How to apply for a Tutoring Position

1. Determine which subjects you would like to tutor. (Remember you must have *at least* a B in those classes.)
2. If an instructor has not yet submitted a recommendation on your behalf, visit the Learning Center to pick up a faculty recommendation form for every subject you would like to tutor. Then, ask each instructor to complete the form and have it sent directly to the Learning Center Coordinator through intercampus mail.
3. Fill out a Tutor Employment Application. Give your completed application to Jennie Longmire in the Learning Center. If your qualifications meet the current needs of the Learning Center, we will contact you for an interview. Please make sure to provide a current email address and phone number.
5. Enroll in Skill Development 1.