

Las Positas College Tutor Application

Name:

(first)

(middle)

(last)

Identity:

(preferred name)

(preferred pronouns)

(W number)

Phone number:

()

cell

home

work

Alternate number:

()

cell

home

work

Email:

(college email address)

(other email address)

LPC Education:

(major)

(LPC GPA)

(anticipated graduation date)

Other Education:

(units, if any, completed at other college)

(degree, if any, earned at other college)

Availability:

(How many semesters are you available to work?)

(How many hours per week are you available to work?)

(Are you able to enroll in TUTOR 17A and attend four training days from 12:30-2:45pm on Fridays during your first semester of employment?)

(If we are unable to offer you a position at this time, would you like us to hold your application for the following semester?)

Previous Employment:

(Have you worked for Chabot or Las Positas in the past?)(Are you currently working for Chabot or Las Positas?)

(If you answered "yes" to the previous two questions, who was/is your supervisor and what department did/do you work for?)

Short Questions

How did you hear about the job?

What are your career goals?

What subjects are you willing and able to tutor?

Long Questions

Describe your prior experience tutoring, giving back to your community, or providing exceptional customer service.

Please rate your interpersonal communication skills on a scale from 1 to 10 (with 10 being great). Explain why you gave yourself this rating.

Describe your experience working effectively with minimal supervision.

What strategies have you successfully used to manage stressful and/or multiple responsibilities?

Describe your experience independently and successfully troubleshooting technology-related issues.

Please write anything else you feel is important for the hiring committee to consider.

Availability

How many classes at Las Positas (or at any other school) do you plan on taking the semester you plan to work?

Which classes do you plan on taking?

How many units do you plan on taking?

Aside from your class schedule, what restrictions, if any, do you have for your availability? (ie second job, club, sports, etc.)

How many hours would you like to work each week?

Of the hours listed above, how many would you like to be during Monday through Friday?

Would you like your work hours to be in the mornings, afternoons, or evenings? Please explain.

Subjects

Please write the course number(s) for every subject you are able to tutor. For example, if you can tutor Statistics, write "40" above Statistics. If you can tutor Algebra and below, write "55 and below" above Math. If you can tutor English 1A and below, write "1A and below" above English.

<i>Math (Statistics)</i>	<i>Math</i>	<i>English</i>	<i>History</i>	<i>Psychology</i>	<i>Business</i>	<i>Biology</i>
<i>Sociology</i>	<i>Early Childhood Development</i>	<i>Computer Science</i>	<i>Kinesiology</i>	<i>Computer Information Systems</i>	<i>Music</i>	<i>English as a Second Language</i>
<i>Communications Studies / Speech</i>	<i>Anthropology</i>	<i>Geography</i>	<i>Chemistry</i>	<i>Economics</i>	<i>Political Science</i>	<i>Philosophy</i>
<i>Computer Networking Technologies</i>	<i>Geology</i>	<i>Health</i>	<i>Nutrition</i>	<i>Humanities</i>	<i>Astronomy</i>	<i>Emergency Medical Services</i>
<i>Physics</i>	<i>Fire Service Technology</i>	<i>Administration of Justice</i>	<i>Religious Studies</i>	<i>Theater</i>	<i>Engineering</i>	<i>Spanish</i>
<i>Graphic Design, Digital Media</i>	<i>Art History</i>	<i>Automotive Tech</i>	<i>Welding Tech</i>	<i>American Sign Language</i>	<i>Mass Communications</i>	<i>Work Experience</i>
<i>Photography</i>	<i>Marketing</i>	<i>Viticulture</i>	<i>Occupational Health and Safety</i>	<i>Women's Studies</i>	<i>Interior Design</i>	<i>Environmental Science</i>
<i>Library Studies</i>	<i>Global Studies</i>	<i>French</i>	<i>Horticulture</i>	<i>Dance</i>	<i>Internship</i>	<i>Radiation Safety</i>

Submission, Next Steps, and FAQs

Submission: Email your completed application to Jin Tsubota (jtsubota@laspositascollege.edu) and LisaMarie Russo (lrusso@laspositascollege.edu) by the due date. Applications to work the Fall semester are typically due the last day of Spring break (first week of April). Applications to work the Spring semester are typically due October 31.

Next Steps: Applicants will be selected based on their answers on this application. In addition, applicants will be given priority if they can:

- Tutor more than one subject
- Work more than one semester
- Tutor at least one STEM subject

Select applicants will be **called** to schedule in-person interviews. In-person interviews are typically held in April and November to work the Fall and Spring semesters, respectively. Interviews typically take 20 minutes.

Frequently Asked Questions:

How does scheduling work? There are five types of shifts tutors can be scheduled for. We typically try to schedule shifts right before or after when tutors have classes. The five types of shifts are prioritized as follows:

- **Front Desk:** The front desk staff is responsible for greeting students, signing students in, answering questions, and tutoring students when needed.
- **In-Person Drop-In Tutoring:** Although we typically offer drop-in Math tutoring during all open hours, we try to “double up” shifts between 11:00am and 2:00pm Monday through Thursday.
- **In-Person Embedded Tutoring:** Many tutors may be “embedded” as an in-class tutor. Math is the most common class for embedded tutoring.
- **In-Person Appointment Tutoring:** All tutors are given autonomy to upload and manage their in-person appointment times.
- **Online Appointment Tutoring:** All tutors are given autonomy to manage their online appointment times. However, all tutors are required to work on campus, even for online appointments.

What kind of training is required? All new tutors are required to enroll in TUTOR 17A after they are hired. TUTOR 17A meets Friday afternoons from 12:30 – 2:45 every other Friday for four Fridays. TUTOR 17A weekly homework assignments typically take 10-40 minutes to complete. Second and third semester tutors must enroll in TUTOR 17B and 17C, respectively.

How many hours can I work? Tutors can work a maximum of 20 hours per week. If the tutor has another job on campus, the tutor can work 20 hours per week total between their two on-campus jobs.

How much does it pay? Tutors typically are paid \$0.50 above California minimum wage.

Can I volunteer? The Tutoring Center does not accept volunteers. However, if you are looking for volunteer opportunities, feel free to contact Jin Tsubota (jtsubota@laspositascollege.edu) to inquire about other opportunities.

Can I work if I'm not a student? No, all tutors must be registered Las Positas students for each semester they are working.