

Tutor Job Description

At Las Positas College, we deserve a community and learning environment where *all* students are empowered to succeed and have equitable opportunities to achieve academic excellence. This means learning must be accelerated for some students. The Tutoring Center is dedicated to accelerating students' educational achievement by providing free high-quality learning support relevant to individual needs of the diverse student population and to providing services that support students becoming self-reliant, active, and life-long learners.

Each year, the Tutoring Center employs 30-60 student tutors to support over 100 different courses. We provide both in-person and online tutoring in three modes: drop-in, scheduled, and embedded tutoring.

Minimum qualifications: Student tutors must ...

- Have excellent interpersonal skills,
- Have received an A or B in the course(s) for which they tutor,
- Be enrolled for class(es) at Las Positas for each semester tutoring,
- Be willing to work a minimum of 10 hours per week for one semester or five hours per week for two or more semesters,
- Be proficient at using technology to submit documents to Canvas, and
- Enroll for TUTOR 17A, a 0.5-unit course consisting of 9 hours of lecture and 18 hours of homework, **after** being hired.

Desired Qualifications:

- Passion for education and learning.
- Willingness to work multiple semesters.
- Ability to tutor multiple different subjects, including STEM courses.

Training

- Once hired, tutors must register for TUTOR 17A. The tutor-training course is offered for grade or P/NP.
- Tutors must also attend 30-minute weekly paid training meetings.
- Second-semester and third-semester tutors must enroll in TUTOR 17B and TUTOR 17C, respectively.

Assignments/Pay

- Tutors may work for *either* pay or volunteer, as positions are available. Hourly rate is typically \$0.50 above California minimum wage. All new tutors must take TUTOR 17A.
- Tutors are assigned students according to student demand and tutor availability.
- Employment is for one semester. Future employment is determined by student need, hours worked, and TUTOR 17A class completion.

What do tutors say about the job

"the students I [tutored] have full-time jobs and dependent family they help support on top of school. All are bilingual from non-English speaking homes except for one, who is associated with a foster home. Likewise, they all had an established record of working with me to finish or revise the last essay. For some, it made the difference between fail/pass and many went up by a letter grade as a result. So, I had a baseline idea about whether these students could ... actually make use of the investment.

Aside from all that, I have to confirm the benefit and good fortune of having an embedded member of the cohort present in the class to begin with. It appears highly unlikely that few if any of the students who work with me would have otherwise sought assistance had they not had the opportunity to build trust and familiarity through classroom contact. The flexibility of my schedule ... is another tremendous benefit as it increases casual contact and visibility. These factors decrease resistance and normalize collaborative learning and mentoring, which, from some student's perspective, are easily seen as indulgences for the privileged. And, traditionally, having a dedicated attendant exclusively for a certain class has always been reserved for the elite, based on status rather than need or return on investment. I like that we are changing that."

"I've noticed that I have gotten better at math in general, and especially with both doing well on, and finishing, my math exams for my Calculus 2 course this semester. Although I do tutor Math at LPC, this still shocks me, because I never considered myself a "math person" until last semester (which is when I decided to help others feel like they can succeed at anything, specifically math course here at the college) ...In terms of tutoring, I've seen a huge change in my knowledge of things like *Algebra and Trig* just from simply helping others: I had heard about the fact that teaching others is most effective in learning, but I had never understood it until these last few weeks, when I felt that I had to be careful with the words I used to express a concept to a tutee, or how I broke down a problem to guide them. Things like this helped me to get better with my own knowledge, because I was being as active in my learning as possible."

Application

<i>Preferred name</i>	<i>First name</i>	<i>Last name</i>	<i>Email</i>	<i>Phone number</i>	<i>W#</i>	<i>Anticipated graduation date</i>	<i>Major</i>
Number of semesters you would like to work	<i>Units completed at LPC</i>	<i>LPC GPA</i>	<i>Degree (if any) earned at other college</i>	<i>Units (if any) completed at other college</i>	<i>Emergency contact</i>	<i>Relationship</i>	<i>Phone number</i>
<i>Are you able to enroll in TUTOR 17A and attend three training days from 12:30-3:30pm on Fridays? (see schedule for exact dates)</i>	<i>If we are unable to offer you a position at this time, would you like us to hold your application for the following semester?</i>		<i>How many semesters are you available to work?</i>	<i>How many hours would you like to tutor each week?</i>	<i>Are you interested in a volunteer or paid position?</i>		

Short Questions

How did you hear about this job?

What are your career goals?

What subjects are you willing and able to tutor?

Would you like to work in-person, online, or both?

Open-Ended Questions

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

Describe your experience working effectively with minimal supervision.

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

Describe your experience successfully using online learning technologies.

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

Availability

Please indicate the hours you *anticipate* you will be able to work each week by putting an "A" in each hour slot. Do your best to indicate your availability even if your schedule is not finalized. Priority will be given to tutors who have availability in the afternoons and evenings.

	Sun	Mon	Tue	Wed	Thur	Fri	Sat
8							
9							
10							
11							
12							
1							
2							
3							
4							
5							
6							
7							
8							
9							

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>

Embedded Tutor Instructor Referral

If a Las Positas professor specifically asked you to be an in-class or embedded tutor for their class, please have the **professor** fill out this section. If this does not apply to you, please leave this section blank and complete the next section to submit the application.

_____ Professor Name	_____ Student Name	_____ Semester/Year in which an embedded tutor is requested	_____ Course	_____ Days / Times
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Check the following boxes to certify that you have spoken to the student above to ensure they ...

- will be available for the days and times you need them to work,
- will be available to enroll for TUTOR 17A, a 0.5-unit tutor training course that meets on three Fridays from 12:30-3:30 at the beginning of the semester,
- will be a Las Positas student during the semester they will be working,
- understand applicants who submit their application by the deadline (deadlines are typically 5-6 weeks before finals week) will be given priority consideration, and
- understand employment is contingent upon requisites in this application, a successful interview, and availability of funding.

Submission

All tutors will be required to digitally sign, rename, and upload documents as part of the job. To submit this application,

1. Date the document below.
2. Sign the document below using any free program such as dochub.com.
3. Save this document as a PDF.
4. Rename this document using the following naming convention: Tutor_Application_YYYY_MM_DD_Lastname_Firstname
 - a. For example, if today is January 15, 2022 and your name is Jane Smith, name this file as:
 - i. Embedded_Tutor_Application_2022_01_15_Smith_Jane
5. Email completed applications to Jin Tsubota (jtsubota@laspositascollege.edu) and Ashlyn Fernandez (afernandez@laspositascollege.edu).

Signature

Date