

## 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,
- Be willing to work on campus (all tutors are required to work on campus) 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.
- 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. Hourly rate is typically \$0.50 above California minimum wage.
- 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.

**Due Dates:**

- Applications to work the Fall semester are typically due the last day of Spring break.
- Applications to work for the Spring semester are typically due on 10/31.

## 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."

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"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."

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## 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>
<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 four training days from 12:30-2:45pm on Fridays? (see <a href="#">schedule</a> 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>	
<i>Have you previously worked for Chabot or Las Positas College?</i>		<i>Are you currently working for Chabot or Las Positas College?</i>		<i>If you answered "yes" to either of the previous questions, what department did/do you work for?</i>		<i>If you answered "yes" to either of the first two question in this row, who was/is your supervisor?</i>	

## Short Questions

How did you hear about this job?

What are your career goals?

What subjects are you willing and able to tutor?

## 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

How many classes at Las Positas (or at any other college) 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, care for a family member, 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 morning, afternoon, 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.

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

## 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@laspositacollege.edu](mailto:jtsubota@laspositacollege.edu)) and LisaMarie Russo ([lrusso@laspositacollege.edu](mailto:lrusso@laspositacollege.edu)) by the due date. Applications to work the Fall semester are typically due the last day of Spring break. Applications to work the Spring semester are typically due on 10/31.

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*Signature*

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*Date*

## Next Steps

Select applicants will be **called** to conduct in-person interviews. Please ensure your voicemail is set up on your phone.

Interviews are typically held in April and November to work the Fall and Spring semesters, respectively.