

New Tutor Information Sheet

Job Requirements:

- The ability to communicate effectively with a diverse and multicultural population
- The desire to facilitate learning and empower students to succeed independently
- Awareness that students have unique learning styles
- Overall GPA of 3.2 or above, either currently or in previous education
- A, A-, or B+ in subject areas you wish to tutor
- Attendance is mandatory for all tutor training sessions
- *For current students* – instructor approval (signature and course number) is required for **each** course you plan to tutor
- *For non-students* – departmental approval, using an unofficial transcript, is required for **each** course you plan to tutor.
- Preferred commitment to tutor at least 3 consecutive quarters

Compensation and Hours:

- Salary is \$12.00 / hour
- Students may work up to 19 hours per week
- Non-students may work up to 16 hours per week

Application Process:

- Complete application (pages 3-6)
- Attach a copy of your unofficial transcript
- Deliver to the front desk of the ASC, D204
- Applications will be reviewed in response to staffing needs
- If positions are available, you will be contacted via email for an interview

Training:

- Following approval of your employment, an orientation will be scheduled to complete hiring paperwork. At that time, you will need to present documents that prove work eligibility.
- FERPA and Title IX training required (both are completed online)
- During your first two quarters of employment, you will complete 8 hours of training certified through CRLA (College of Reading and Learning Association). Upon completion of the training AND 25 hours of tutoring, you will receive a certificate verifying your participation.
- Lab-specific training may also be required.

Applications will remain active for one year after date of receipt.

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Academic Success Center



Tutor Application

Name: _____ Current Student at BC? Yes / No

SID# _____ Date: _____

BC email: _____@bellevuecollege.edu

Other email: _____

Phone: _____ - _____ - _____

Are you an international student? Yes/No

Are you eligible for Work Study Funding? Yes / No

Current on-campus employment? Yes / No Where? _____

Highest level of education completed: _____

Current GPA at BC: _____

Start date you will be available to work: ____/____/____

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For Office Use Only

Application received:	Email Sent: additional documents	Application complete:	Email Sent: receipt confirmation	Scanned / Uploaded to SP:



Academic Success Center



Course Recommendations (also accepted via email: asc@bellevuecollege.edu)

Subject	Course #(s)	Final Grade

✓ Applicant has a thorough understanding of course content Yes No

Faculty Print and Sign: _____

Comments: I am not familiar with the applicant I prefer to send via email

Subject	Course #(s)	Final Grade

✓ Applicant has a thorough understanding of course content Yes No

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Comments: I am not familiar with the applicant I prefer to send via email

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✓ Applicant has a thorough understanding of course content Yes No

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Comments: I am not familiar with the applicant I prefer to send via email



Reference Form

Name of Applicant _____

To be completed by an Academic/Employment reference:

✓ Name: _____ Position: _____
Organization: _____

✓ In what capacity have you known the applicant? _____

✓ List the applicant's strengths that you feel would be important for a tutor:

✓ Do you feel they would have any challenges tutoring? Yes No
If you marked yes, please explain: _____

❖ I recommend this individual for a tutoring position at Bellevue College.

Signature: _____ Date: _____

Please send completed form to
Academic Success Center, D204
Bellevue College
3000 Landerholm Circle SE, Bellevue, WA 98007-6484