SSSP ARC Tutor Application

Job Description

Our tutors play an essential role in the Student Support Services Program by working as peer educators at the Academic Resource Center (Marshak 1104). Tutors assist students with learning course material and/or composing college essays. ARC promotes interactive learning, whereby the student directs the session but the tutor is not responsible for the student's work. Tutors are expected to assess student progress and modify their tutoring approach to achieve the best results. Finally, tutors serve as models of the attitudes and habits that foster academic success.

Qualifications

- a generous disposition and good communication skills
- willingness to serve as a role model for students and to mentor them in study skills
- commitment to maintain the confidentiality of student information
- overall **GPA of 3.2** or better and grade of **"A-" or better in courses** they wish to tutor
- completion of at least **24 credits** at time of application
- readiness to tutor a variety of courses
- commitment to punctuality and reliability.
- commitment to working a **minimum of 3 hours** per week
- commitment to attending all tutor training sessions and staff meetings

Responsibilities

- conduct 50-minute tutoring sessions with individuals or small student groups
- share study-skill pointers and supplemental materials as necessary
- enter visit notes into the AdvisorTrac system by the end of each shift
- be punctual for all scheduled sessions, complete all assigned training, reports, and self-evaluations by deadlines
- reach out to tutees who are late or missing
- schedule a make-up session for any appointment you have to cancel
- promptly notify the coordinator of schedule changes, concerns or problems
- review course materials to stay competent in courses tutored
- maintain professionalism at all times
- check Citymail regularly for emails from SSSP and respond promptly
- be an ARC team player by greeting visitors, logging in student visits, taking messages, visiting classes, creating handouts, and assisting with all ARC operations, as needed

Supporting Materials
You must attach the following documents to complete your application:

- a current resume
- an unofficial CCNY transcript
- (writing tutors only) a college paper of at least five pages.

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Name: _____ **Citymail address**: _____

Preferred Phone: _____ **Preferred email** (if different): _____

Alternate Phone: _____ **Major** (indicate if "waiting for"): _____

References: Please list two faculty members who can comment on your academic performance. At least one reference must be from an instructor teaching a course you would like to tutor.

Name	Department	Email
1.		
2.		

Availability: How many hours (minimum 3, maximum 8) per week would you like to work? _____

Course Expertise: List all of the courses you can tutor below (e.g., Math 201). Note that you must have earned an A- or better to qualify as a tutor of a given course.

Experience: Describe below any tutoring or other experiences that prepared you for tutoring at ARC.

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Academic Resource Center | Student Support Services Program
Marshak 1104 | (212)650-7055 | Tyson Ward, Coordinator | tward@ccny.cuny.edu