



Math & Sciences Application for Tutoring Position

About Math & Sciences Tutoring:

The Math & Science Center (MSC), located in building 36, room 227, and the Anatomy Learning Center (ALC), located in building 30, room 162, support student learning and success in the areas of math and science! Tutors focus on the materials and concepts used in the classroom and create an approach that best accommodates each student's learning style and understanding. Our goal is to move students towards learning independence.

We also support students through our embedded tutoring program, which places the tutor in a classroom. An embedded tutor and instructor work closely together to support their students' learning in and out of the classroom. Tutors are paid for in-class hours as well as an extra 2 hours outside of class to meet with students and/or the instructor. We encourage embedded tutors to promote study groups and encourage students to utilize the Math & Science Center for additional support.

Whether inside or outside of the classroom, tutors learn how to adapt their tutoring approach to accommodate the unique needs of each student. This involves pacing sessions and fostering student motivation and positive self-esteem. Tutoring is rewarding work that demands proficiency in communication and collaboration as well as subject expertise. It is also a way to earn some money while sharpening your own subject skills.

If you are interested in becoming a tutor, please read the "Minimum Requirements" section below and determine whether you meet these requirements. If you do, please reach out to two of your math (or science) instructors for a referral, which is required as part of your application.

MINIMUM REQUIREMENTS for all applicants:

- Must be 18 years of age or older.
- Must be a student enrolled in a minimum of six (6) units during Fall and/or Spring semester, and a minimum of three (3) units in Summer. Non-GCCCD students must provide current enrollment verification with application materials.
- Math, Chemistry, or Physics tutor applicants must complete Calculus I (Math 180) and all classes leading up to Calculus I with a grade of B or higher. *(Preference will be given to applicants who have also completed Statistics - Math 160).*
- Entry-level requirements for science tutors:
 - Chemistry – B grade or higher in Chem 120 plus the math requirement above.
 - Physics – B grade or higher in Physics 130 or 201 plus the math requirement above.
 - Astronomy – B grade or higher in Astronomy 110 and other astronomy courses you will tutor.
 - Biology – instructor recommendation.
 - Earth Sciences – instructor recommendation.
- Must provide an unofficial transcript with application materials.

- Upon being hired, the applicant must agree to complete the initial tutor training and onboarding requirements, and any subsequent training sessions scheduled throughout the semester.

If you have met the minimum requirements, please continue on to the next page to learn more about the hiring process and to access the application form.

Application Process & Information:

If you're interested in becoming a tutor and you've met the minimum requirements on page 1, please complete the following application and submit it to a Tutoring Center Specialist at the MSC (building 36, room 226).

After you've submitted your application and transcripts, a Tutoring Center Specialist will contact you. You may submit your application either online (grossmont.msc@gcccd.edu) or in-person (bldg. 36, rm. 226).

If your application moves forward, you will be invited for an interview. The interview provides a space for us to get to know you better. We will ask questions and have you practice being a tutor in a mock tutoring session. The interview helps us to get to know you (and you us) and gives you the opportunity to demonstrate your communication style as well as your subject expertise.

Note that the application and hiring process does take time, and if you're hired, your hours will be determined by the needs of the center. The standard starting pay rate is \$18/hour, and there are opportunities to advance.

If you have any further questions, please email us at grossmont.msc@gcccd.edu or stop by our MSC office in 36-226 during our normal hours; M-Th, 9am – 6pm and Friday, 9am – 1pm.

Applicant's Information

Date of Application: _____

Preferred First Name: _____ Legal First Name: _____

Last Name: _____ Pronouns (e.g., he/she/they) _____

Mailing Address: _____

Phone #: _____ Email: _____

List the **HIGHEST LEVEL COURSE** that you feel *confident in and are qualified to tutor:

**or confident with some review*

Subject Area	Course Name/Number	School	Semester Year	Final Grade
Mathematics				
Statistics				

Chemistry				
Physics				
Biology				
Other Math or Science				
Other Math or Science				

Mark the box next to any of the **CALCULATORS** listed below that you feel confident in using (*or confident with some review*) when assisting students.

TI 30		TI 83		TI 84		List any other science, math, graphing calculators that you are confident using:
TI 89		Casio FX-300				

We want to know more about you . . .

Why would you like to become a tutor?	
What tutoring experience do you have? AND/OR what experiences have you had that would help you be a good tutor?	
What are your educational and/or professional goals?	

Are you proficient in any languages other than English? If so, please list them.	
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Student Status:			
1) Are you currently a student? <input type="checkbox"/> YES <input type="checkbox"/> NO			
If “YES” to #1 above, please respond to the following questions:			
1) What college/university do you attend?			
2) Are you an international student?			
3) How many units are you taking?			
4) If you’re a Grossmont College student, how long do you plan to attend?			
Degrees and/or Certificates:			
Type of Credential	Area of Study	Year Earned	College/University
RECOMMENDATIONS:			
Please provide at least two Grossmont College instructor recommendations that correspond with each subject area and level you would like to tutor.			
If you have not taken classes at Grossmont College, provide at least two instructor references along with the college and current contact information.			
Please, make sure that you have asked for (and received) your instructor’s recommendation before using them as a reference. We contact your references, so it’s in your best interest to discuss this position with any instructor you’ve listed below.			
Instructor’s Name	Class	If <u>NOT a Grossmont College Instructor</u> , please provide the college and current contact information below:	

IMPORTANT POLICIES AND PRACTICES: Below you will find important policies that you must agree to and/or follow if you become a tutor. Please read each section carefully before signing. Thank you!

TUTOR TRAINING:

Tutor training is part of your job! Participating in tutor training is mandatory. You will be paid at your normal pay rate for training. Training may be incorporated into your normal working schedule, or it may be scheduled as an additional meeting outside of your normally scheduled shifts. You may also be asked to refresh your knowledge by taking online training courses in addition to the other tutor training requirements. Adjustments to your normal schedule may need to be made in order to accommodate training events and to ensure that you do NOT EXCEED the total number of hours per week that you are permitted to work.

Your signature below indicates that you are aware of the policies regarding tutor training and agree to comply with these policies.

ACADEMIC EXCELLENCE & INTEGRITY:

Tutors must have earned a grade of A or B grade in the subjects they tutor. These grades will be confirmed by unofficial transcripts. In addition to academic excellence, tutors must adhere to policies regarding academic honesty and integrity. Tutors who have had disciplinary action taken against them may be disqualified from continuing with the hiring process or continuing their term of service if already hired.

Your signature below indicates that you are aware of the policies regarding academic excellence & integrity and that you give your permission for transcripts and student records to be reviewed upon request.

CONFIDENTIALITY:

All communications and records concerning an individual made or kept by the Math & Science Center (MSC) and the Anatomy Learning Center (ALC) or in connection with Grossmont College or GCCCD are confidential and will not be open to examination for any purpose not directly connected with the function of the MSC/ALC. Any information obtained as a result of carrying out the duties of the MSC/ALC shall remain within the confines of the tutoring program. A breach of this confidentiality may result in termination of employment.

Your signature below indicates that you are aware of the policies regarding confidentiality and agree to abide by them.

SEXUAL HARASSMENT:

The Math & Science Center (MSC) and Anatomy Learning Center (ALC) do not tolerate any form of sexual harassment or negative treatment based on your sexual orientation or gender identity by students or staff. Any unwelcome sexual advances (e.g. requests for favors, or any other verbal or physical conduct of a sexual nature, including written or visual contact with sexual overtones) that interfere with a person's educational or work performance and creates an intimidating, hostile, or offensive environment for anyone constitute sexual harassment and are considered a serious offenses that will result in disciplinary action including loss of employment and/or campus privileges.

Your signature below indicates that you are aware of and agree with the policies regarding sexual harassment.

Hours and Employment Conditions:

Tutors shall only be employed part-time not exceeding 25 cumulative hours per week and no more than 8 hours per day; students on an eligible F-1 visa may not work more than 20 hours per week. Tutors cannot work more than 175 days per year. Hours are not guaranteed and typically range from 4 - 12 hours per week.

Your signature below indicates that you are aware of and agree with the policies regarding hours and employment conditions.

By signing below, you are agreeing to abide by the policies above and that the information you have provided in this application package is accurate to the best of your knowledge:

(Signature of Tutor Applicant/Date)