MATH TUTOR APPLICATION – Summer

Availability: Main Campus_____   South Campus_____

Name_____ St ID#_____ Date_____

Street Address_____ City _____State ____Zip _____

Cell Phone _____Home/Other Phone_____
Texting: Yes / No

GPA: _____ Credits Earned: _____ Major _____ Faculty Reference_____

Email Address: _____

TUTOR TRAINING is to be completed within two regular semesters:

I understand that tutors are required to complete certification requirements, which include 9 hours of Level 1 workshop instruction. If I cannot attend on the scheduled dates, I will attend workshop instruction during the following semester. Upon satisfactorily passing a criminal background check and receiving a job offer, training hours will be paid at the current hourly rate of pay. Please initial below.

_____ **CRLA Level 1: New tutors attend all 3 sessions on Fridays during the Fall and Spring semesters. Dates/times to be determined.**

_____ **CRLA Level 2: Level 1 completers attend all 3 sessions on Fridays during the following semester. Dates/times to be determined.**

Please list courses you are qualified to tutor (GPA 4.0):

_____

Indicate previous tutoring experience: _____

Indicate number of hours per week that you want to tutor: _____ (Requests for hours are not guaranteed.)

Will you be tutoring any other subjects outside of Mathematics? If so, what subject: _____

Write "F" (free) in all time slots available for tutoring. Note: The more available time slots, the easier it will be to match your time with a tutee's time.

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00 – 9:00					XXXXXXX
9:00 – 10:00					XXXXXXX
10:00 – 11:00					XXXXXXX
11:00 – 12:00					XXXXXXX
12:00 – 1:00					XXXXXXX
1:00 – 2:00					XXXXXXX
2:00 – 3:00				XXXXXXX	XXXXXXX
3:00 – 4:00				XXXXXXX	XXXXXXX
4:00 – 5:00				XXXXXXX	XXXXXXX
5:00 – 6:00				XXXXXXX	XXXXXXX

SUBMIT APPLICATION AT THE MATH HUB

Satisfactorily passing a criminal background check will be required for candidates receiving a job offer.

____ **Employment Eligibility:** Students must have a U.S. social security card issued by the Social Security Administration. Documents to establish identity are also required.

____ **Basic Requirements:** Students are eligible to apply to be a tutor after earning a G.P.A of 3.0 at Grayson College (GC) and earning a G.P.A. of 4.0 in any course to be tutored.

____ **Texas Success Initiative:** Students should have demonstrated mastery of reading, writing, and mathematics knowledge and skills with passing scores on assessment tests, such as THEA, Compass, or TSI.

____ **Faculty Recommendation:** GC faculty recommendations are required for courses to be tutored.

Excellent Communication Skills: Tutors should have good interpersonal skills and should be able to communicate effectively in English.

Training: Tutors are required to participate in tutor training sessions, which are an integral part of GC's tutor certification program. GC's tutoring program is certified by the College Reading and Learning Association (CRLA), a nationally recognized organization. Level 1 should be completed within the first 2 regular semesters of tutoring and includes 10 hours of training and 40 hours of tutoring. Level 2 can be completed in the following semester and includes an additional 10 hours of training and an additional 40 hours of tutoring. Pay increases are earned as tutors achieve each level of certification. Training sessions are held in the Tutoring Center (SC115) on the Main Campus during the Fall and Spring semesters.

Hours of Work: Based on available times of tutors and tutees, sessions are scheduled during hours when the Math Hub is open. Hours of work cannot exceed 17 hours per week. Tutors should be available for appointments a minimum of 3 hours per week.

Contact: Interested students should contact the Math Hub Coordinator in the Math Hub (SC114) to verify eligibility and openings for tutoring positions.

BKGRD _____   PAF _____   HR _____