

Johnston Community College Tutoring and Writing Center Professional Tutor Application

Tutoring and Writing Center (TWC) tutors must possess expertise in specified academic content areas and in study skills. Tutors must be successful students (or professionals) and must be flexible, patient, and sensitive to the specific needs of the TWC student population.

Minimum Qualifications

- Complete a **Professional tutor application**
- Complete a **JCC Employment Application**
- Have an earned degree in related coursework
- Have past tutoring or education experience
- Provide resume and official transcripts
- Once hired, complete **Online JCC New Employee Orientation**

Application Process

Applicants must **submit a completed application, official transcripts, and a resume.**
***Writing tutors must also submit a writing sample.** The sample can be a past academic paper or cover letter for this position.

Responsibilities

Although each discipline may have specific tutoring needs, some basic principles apply to all tutors:

1. Arrive on time for appointments and scheduled hours and utilize full scheduled time for tutoring and instruction or as otherwise discussed.
2. Use interactive and effective tutoring techniques.
3. Provide learning strategies and study skills tutoring when appropriate.
4. Use resources available through the TWC and other campus resources when appropriate.
5. Complete and submit all forms as directed.
6. Follow up with tutees in a timely manner.
7. Communicate with the TWC Coordinator regarding issues and concerns.
8. Attend training sessions and other required meetings.
9. Maintain a professional work ethic and dress.
10. Maintain confidentiality.

Return completed application materials to:

Johnston Community College
Tutoring and Writing Center
Christa Strube
Lead Coordinator, Tutoring and Writing Center
Mobile Unit 1 (behind Wilson/Student Services)
ccstrube@mail.johnstoncc.edu 919-209-2208

Updated on 9/14/11

Professional Tutor Application

PERSONAL INFORMATION:

Name: _____ Date: _____

Address: _____

Phone Numbers:

Home - _____ Cell - _____

Work - _____ Other - _____

Email: _____

ACADEMIC INFORMATION:

Highest Degree Earned: _____

Name of Institution(s): _____

Major / Minor & G.P.A.: _____

Other Related Applicable Education History to this position:

TUTORING INFORMATION:

I am interested in tutoring during the following semesters (list the year next to the term):

Fall: _____ Spring: _____

What days & times would you be able to tutor?

Tutoring Content Areas

Specify which courses or subjects you are qualified to tutor.

Subject	Course Title / Course Number

I verify that all of the information provided in this application is true, and I authorize the Tutoring and Writing Center to solicit any pertinent information regarding my candidacy, including verifying grades and enrollment information. I also agree to abide by the Tutoring Handbook and the responsibilities expected of me as a TWC tutor, and if I violate those rules, I understand that it is grounds for termination of employment.

Signature

Date

WORK EXPERIENCE:

Please list your current and last 3 previous work and/or related experiences.

A résumé must be attached along with unofficial transcripts!

Position	Organization	Duties	Employment Dates

**Please answer the following questions in a couple brief sentences. You may
handwrite below or type on a separate sheet and attach to the application.**

Why would you like to tutor for Johnston Community College?

What qualifications do you possess that would make you a good tutor?

What would be your best advice for a student who is struggling academically?

What is your definition of strong study skills, and how would you teach them to a student?