TUTTOR APPLICATION JOB DESCRIPTION AND INSTRUCTIONS

All Heritage University tutors are required to complete the application process to be considered for employment.

Job Description Summary:
Heritage University hires tutors for a variety of programs, including TRiO, CAMP and HU Academy. Tutors are also hired to work in the Academic Skills Center (ASC), the Writing Center, and at times assigned to specific classes to supplement instruction.

Tutors provide academic support to Heritage University students through one-on-one and small group tutoring sessions in subjects in which the tutor has hired to support. Tutors facilitate learning and serve as a guide and coach to assist the student to become a successful independent learner. The purpose of tutoring is to increase and enhance mastery of concepts or applications of a specific course of study. Tutors integrate effective study and learning strategies to maximize the students’ potential for academic success. As a member of the Academic Skills Center and the Student Affairs team, tutors are expected to contact instructors and maintain ongoing communication with the Tutor Specialist. Tutors are also expected to refer students to other appropriate college resources.

Responsibilities:
Represents Heritage University in the most positive manner with prospective, former and current students, clients, suppliers and the community we serve. Interacts effectively with a diverse group of faculty, staff, students and other customers of our services, learns and uses operating practices of the department and Heritage University.

Uphold the Heritage University Mission Statement.

Handles confidential information with tact, discretion and in compliance with FERPA regulations.

Attend trainings and professional development opportunities as needed

Tutor students in specific course material and integrate study skills and learning strategies to promote independent learning. Discuss skills and strategies such as: time management, study strategies, and navigating the university environment.

Maintain a consistent weekly availability schedule of work hours in the Academic Service Center for walk-ins and scheduled one-on-one appointments.

Tutors are assigned to work with instructors of courses and expected to collaborate with faculty members on how to best support the academic success of those students. This will require tutors to maintain confidentiality, meeting with faculty on a regular basis to review student progress, reaching out to students as needed that may require additional support, and attend courses at the request of the instructor to assist with support students in the classroom environment.

Keep and maintain regular and accurate records of tutoring sessions using the appropriate forms kept at the front desk.

Develop a good understanding and knowledge of college services, support, and resources. Research and share student resources such as Smarthinking, Chalk & Wire, Blackboard Collaborate, Purdue OWL, and My Heritage Portal.
Develop handouts and other instructional materials for students, work on projects assigned, and help keep the center running smoothly and efficiently by answering phones and staffing the front desk. Help maintain an orderly and clean working environment.

Greet visitors, students, faculty, and staff visiting the ASC or Career Services. Answer the phone, take messages, schedule appointments, and triage as needed.

Complete and submit accurate bi-weekly timesheets accurately to the Administrative Services Coordinator on a timely basis.

**Knowledge and Disposition:**
Genuine interest in helping other students to develop study skills and acclimate to college level coursework; extensive knowledge of the subject being tutored and the ability to communicate that knowledge to tutees; experience in leadership and learning style knowledge a plus

Excellent level of responsibility, reliability, and punctuality; exhibit appropriate and professional behavior at all times; self-motivated and possess a willingness to accept supervision and constructive feedback and implement recommendations for improvement as directed.

Commitment to creating a welcoming and positive environment and sensitive to student diversity; demonstrated above-average creative problem-solving, critical thinking, patience, and decision-making skills; leadership potential and has a positive perspective of Heritage University.

**Abilities:**
- Ability to communicate in a concise and effective manner, both verbally and in writing.
- Ability to adjust coaching methods as needed to meet various learning styles of students.
- Ability to work well with staff, students, and faculty at a professional level.
- Be empathetic to students having difficulties.
- Capable of staying on task with minimal supervision.
- Have excellent attendance and time management.
- Dress professional casual. Wear a nametag at all times and identifying HU gear, if provided.

**Application Process:**
To be considered for a tutor position, applicants must complete the application, attain faculty recommendations for the subject areas and courses they are competent to tutor in, and submit this information with a copy of current resume and unofficial transcripts to the ASC Tutor Coordinator. If you have any questions, please contact Paula Collucci, Collucci_P@heritage.edu
TUTOR APPLICATION

Date: ___________________________  Student ID#: ___________________________

Name: __________________________________________

Address: _________________________________________

City/State/Zip Code: __________________________________

Phone: (______) ___________________________  Cell Phone: (______) ___________________________

Email: _______________________________________

Are you a current Heritage University student:  
☐ Yes  ☐ No

If yes, what is your current major area of study: _______________________________________

Who is your current faculty advisor: _______________________________________

How many credits are you enrolled in: _______________________________________

If no, do you have a BA, BS or Master’s Degree:  
☐ Yes  ☐ No

Highest degree earned: __________________ From (institution): __________________

Applicants that are not a current student enrolled at Heritage University will need to complete a Heritage University Application for Employment.

Why are you applying for this position?

What tutoring and/or teaching experience can you document? You may also attach this separately.
**Time Availability:**

Please place an “X” in the time slots that you are available to tutor.
(If you do not know your schedule yet, please provide a tentative schedule)

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I have completed the Heritage University tutor application. All the information that I have provided is to the best of my knowledge. I understand the tutor job summary, its principal duties and responsibilities, and the requirements.

_________________________  ________________________
Signature of the Applicant    Date
**STUDENTS:**
Thank you for your interest in becoming a tutor! We need you to complete the portion of this form that says “To be completed by the students”. Include your name and student ID number in the designated area. After you have completed that portion, please take this form to the professor who knows your competency in the specific subject you want to tutor. It should be a professor in which you have taken his/her class. It is your responsibility to have your professor list all the classes you are able to tutor; include title, course number, grade received, and sign off on this form. If you have any questions regarding this form or need additional forms, please contact Paula Collucci at Collucci_P@heritage.edu

**FACULTY:**
Hello Faculty! The student listed below is interested in applying for a tutoring position at Heritage University. Please complete the confidential Faculty Recommendation form and return it directly to the Tutoring Coordinator in the ASC. We also ask that you briefly describe the student’s attendance, ability to work with others, communication skills, and overall proficiency of the subject in the “comments from faculty” section. This form is confidential; please return via intercampus mail after you have completed it. If you have any questions regarding this form, please contact Paula Collucci at Collucci_P@heritage.edu.

Student ID #: ___________________ Student Name: ___________________

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Comments from Faculty:

Please return this form to the ASC Tutor Coordinator via intercampus mail