Texas State University
Student Support Services
Tutor Application

Qualifications: Student Support Services (SSS) is looking for qualified students who…

✓ have an overall GPA of 3.0 or higher
✓ have completed at least 30 credit hours
✓ have a grade of “A” or “B” in the subject content being tutored
✓ have tutoring experience (preferred)
✓ communicate well with students, faculty, staff and small groups
✓ are ethical (keep students’ information confidential)
✓ are excellent motivators
✓ are excellent communicators—use active listening techniques
✓ are eager and energetic
✓ are creative and willing to take initiative
✓ are dependable and responsible
✓ are highly knowledgeable in the specified subject areas
✓ are excellent problem solvers
✓ show patience and a sincere desire to help others
✓ have a good sense of humor
✓ have a professional attitude and follow directions well
✓ interact pleasantly with peers, students, faculty, and staff members
✓ possess good study skills
✓ manage time wisely—academic commitments, SSS responsibilities and extracurricular activities

Job Duties:
1. Tutor students on academic subject(s) at SSS by furnishing information, help solve problems, offer support, suggest study tips and strategies, and make referrals when appropriate;
2. Diagnose students' specific problem areas and degree of need;
3. Be familiar with many study skills (note-taking, time management, test taking skills, etc…);
4. Assist in the recruiting, selection, hiring, and training of new peer tutors;
5. Be familiar with and support SSS and its policies;
6. Attend training sessions (pre-semester and designated times during the fall and spring semesters);
7. Attend all staff meetings;
8. Serve as a resource person for other SSS staff members;
9. Promote and market SSS services;
10. Help to create and maintain an effective learning environment at SSS;
11. Develop an awareness of diverse cultures and their unique needs;
12. Be familiar with other academic support programs on campus;
13. Know when and how to refer students to other resources (professional staff or outside help).

Thank you for your interest in joining the SSS family. Please fill out the required information as soon as possible and return it to Student Support Services (SSS), located in the LBJ Student Center on the 5th floor, Suite 5-6.1. For more information, call the SSS Coordinator at 245-2275.

Required Forms:
1. Application 2. Two Completed Reference Forms
3. Unofficial Transcript 4. Tutor Availability Form

Revised 3/29/13
Tutor Application

Job Description: Provide one-to-one peer tutoring to undergraduate students at Texas State in a variety of subject areas.

Job Qualifications: Must be ethical, responsible, and enjoy helping others; currently enrolled student; completed 30 credit hours; TXST & Overall GPAs of 3.00 or higher cumulative and in subjects areas to tutor; have excellent faculty references; and meet other job qualifications listed above.

(Please type or print all information)  
Social Security Number: __________________________

Name: ___________________________  Student ID #: __________________

Email Address: ___________________________

Local Address: ___________________________

Local Telephone: __________________ Permanen Telephone: __________________

Are you a currently enrolled student? Yes ___  No ___  Cellular Phone: __________________

Classification:  Freshman ___  Sophomore ___  Junior ___  Senior ___  Grad Student ___

Major(s): ___________________________  Minor(s): ___________________________

Texas State GPA: __________

Cumulative GPA: __________

Total completed credit hours: _______  Expected graduation date: __________

If you have one or more college degrees, please list your: degree, area of study, educational institution, year received, and GPA (4.0 scale).

How did you hear about this job?

Please list the subject areas you wish to tutor (math, chemistry, history, physics, etc.).

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<th>Cumulative GPA</th>
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Are you interested in tutoring for standardized tests, such as THEA (TASP), GRE, GMAT, GSP, etc.?

Yes ___  No ___  If yes, which test(s)? ___________________________

Are you presently employed by the University?  No ___  Yes ___  In what office and for how many hours?

Have you previously worked as a tutor?  Yes ___  No ___

If yes, what department did you tutor for? ___________________________

If yes, describe your experience.

Revised 3/29/13
Student Support Services Tutor Application, Availability Form, & Reference Forms

Why do you want to be a tutor for Student Support Services?

Please list other work experience, begin with your current or most recent work experience.

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<th>Supervisor</th>
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**Academic References**

A minimum of two faculty references must be provided in order to be considered for a tutoring position. Please ask your references to complete and submit the attached reference forms. Faculty references should be from the subject area(s) that you are seeking to tutor. Additional reference forms are available in the Student Support Services office if needed. **If you are a transfer or graduate student, you may submit faculty references from your previous institution. Please list the name of the faculty members that will serve as your references on the attached reference forms.**

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<th>Faculty Member’s Name</th>
<th>Department</th>
<th>College or University</th>
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**Records Release**

I give Student Support Services permission to access my academic records in order to verify the information contained in this application and to track my academic progress. I understand that this information will be kept confidential and will be used for program purposes.

Signature ______________________________ Date ________________

**Verification**

I hereby certify that the information contained in this application is complete and accurate to the best of my knowledge. Any false information provided will result in the being removed from consideration for the tutoring position or termination. I understand that if I am hired, my work will be subject to periodic review and if at any time it becomes substandard, I may be asked to resign. As long as I serve as a tutor of Student Support Services, I will help other students to the best of my ability and will perform my duties responsibly and in a professional manner.

Signature ______________________________ Date ________________

Please return this application, an academic transcript (may be unofficial), tutor availability form, and 2 sealed and signed completed reference forms to Student Support Services, 601 University Drive, San Marcos, TX 78666. Or drop everything off at our office. We are located at Suite 5-6.1, LBJ Student Center. **Fax number:** 512 245-1623. **Phone number:** (512) 245-2275.

Revised 3/29/13
### Student Support Services—Tutor Availability Form – Fall 2013

**Name:**

**Student ID #:**

**Email:**

**Date:**

**Cellular:**

**Additional Courses You Would Like to Tutor Next Semester (Because you will receive an A or B in this course THIS semester)**

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**Availability Schedule:**

Please place an “X” in the time slots/boxes that you are **NOT AVAILABLE**! Please make sure to block off a period right before a class begins to allow travel time!

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**Comments:**

______________________________________________________________________________

______________________________________________________________________________

SSS Tutor Signature: _____________________ Date: _____________________

SSS Tutoring Coordinator Signature: _____________________ Date: _____________________

Revised 3/29/13
Reference Form

This section to be completed by the applicant.

Your Name (Applicant): ____________________________ Date: ___________

List of courses/subjects you wish to tutor

***********************************************************************************************

This section to be completed by the faculty member

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Your Name & Job Title (Reference): ____________________________

Department: ____________________________ Telephone Number: ____________________________

How long, and in what capacity, have you known the applicant?

________________________________________________________________________________________________

What specific course(s) do you believe the applicant can tutor effectively?

______________________________________________________________________________________

______________________________________________________________________________________

Using a 5 point scale, please rate the applicant on the following items. 
1 = Excellent; 2 = Good; 3 = Fair; 4 = Poor; 5 = Unable to judge

1. ___ Learns new information quickly

2. ___ Turns in assignments on time

3. ___ Demonstrates knowledge of subject

4. ___ Applies knowledge of subject

5. ___ Accepts constructive criticism

6. ___ Exhibits a sense of responsibility

7. ___ Organizes and completes tasks competently

8. ___ Initial impression of applicant

9. ___ Confidence

10. ___ Patience

11. ___ Sense of humor

12. ___ Communic. skills

13. ___ Motivation

14. ___ Honors appts. and is punctual

Comments:

I recommend the applicant without reservation.

I recommend the applicant, but have reservations.

I have substantial doubts about the applicant’s ability to be an effective tutor.

Signature ____________________________ Date ____________________________

The purpose of this form is to assist in the evaluation of applicants for tutoring positions. The Applicant needs to complete the top portion of the form and give the form to the faculty member. The faculty member will complete the rest of the form and return it to our office, by fax, campus mail, or U.S. mail in a sealed and signed envelope.

Revised 3/29/13
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2. ___ Turns in assignments on time 9. ___ Confidence
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4. ___ Applies knowledge of subject 11. ___ Sense of humor
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6. ___ Exhibits a sense of responsibility 13. ___ Motivation
7. ___ Organizes and completes tasks competently 14. ___ Honors appts. and is punctual

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