

MT. SAN ANTONIO COLLEGE
TUTORIAL SERVICES
TUTOR APPLICANT INFORMATION SHEET

APPLICATION PROCEDURES

To apply for a position as a tutor, please submit a completed employment application packet* (attached), which includes:

1. An employment application form
 2. A subject hire card with a signature from a qualified instructor for each subject tutored
 3. A weekly schedule of your availability
 4. An unofficial copy of your transcript(s)
5. English Tutor Applicants ONLY: a copy of a writing sample with an instructor's comments is preferred.

***Submit your completed employment application packet to Tutorial Services in the Learning Assistance Center, Lower Level of Bldg. 6.**

JOB DESCRIPTION/QUALIFICATIONS

All applicants:

- Completion of at least one semester of college course work
- An overall GPA of 3.0 or higher
- Pay Range: \$8.75 – \$12.50 (depending on qualifications and experience)
- Required Training: Completion of tutor training courses (TUTR 10A, 10B, 10C, 10D) within the first semester of employment. Consult the schedule of classes for course days and times.
- Faculty recommendation on content knowledge and people skills. If the faculty who taught your class is not available for a signature, then please see the department chair. Applicants who did not attend Mt. SAC should present their transcript(s) – unofficial is acceptable – to the appropriate department chair(s) at Mt. SAC.
- Content competency evidenced by a grade of an “A” or “B” (see below) in subject tutored:

Math tutor applicants:
 Completion of Math 71 and Eng. 68 with an “A” or “B”

English tutor applicants:
 Completion of English 1A with an “A” or “B”

Other tutor applicants:
 Completion of the relevant course with an “A” or “B”

Fall & Spring Hours

<u>Tutorial Services</u>	<u>Math Activities Resource Center</u> <u>Transfer Math Activities Resource Center</u>	<u>Skills Lab</u>
Mon. – Thurs. 9:00 a.m. to 7:00 p.m.	Mon. – Thurs. 9:00 a.m. to 7:00 p.m.	Mon. – Thurs. 8:00 a.m. to 10:00 p.m.
Friday 9:00 a.m. to 1:00 p.m.	Friday 9:00 a.m. to 2:00 p.m.	Friday 8:00 a.m. to 4:30 p.m.
Saturday 9:00 a.m. to 4:00 p.m.	Saturday Closed	Saturday 8:00 a.m. to 6:00 p.m.
Sunday Closed	Sunday Closed	Sunday Closed

Tutorial Services will schedule an interview with the applicant based upon completion of the employment packet, satisfactory qualifications, and the needs of Tutorial Services. Turning in an application packet does not guarantee an interview.