

EOPS/CARE & CalWORKs Study Center Information for Tutor Applicants

The EOPS/CARE & CalWORKs Study Center hires tutors throughout the semester based on student demand. If there is no current need for the subject you want to tutor, you are still encouraged to fill out an application. There may be a need for your subject later in the semester. *Due to the large number of applications received, applicants will only be contacted if an interview is warranted.*

Advantages of being a tutor include:

- Flexible schedule
- Friendly working environment
- Great work experience
- Looks good on resume
- Satisfaction of helping students
- Reinforces knowledge of subject

The minimum qualifications to be a tutor include:

- 3.2 GPA
- A or B grade in classes to be tutored
- Recommendation from instructor for each subject area
- Copy of transcripts (unofficial)
- Excellent communication skills
- Interview with Tutorial Coordinator

New tutors must enroll in **Tutor 10A** (Tutor Training) during their first semester as a tutor. The class may be waived for applicants with advanced degrees and experience at the discretion of the EOPS/CARE & CalWORKs Study Center Coordinator.

If interested in becoming a tutor, please complete an application and submit it to Huu Bui at [**hbui@mtsac.edu**](mailto:hbui@mtsac.edu). If you would like more information about becoming a tutor, please contact the Tutorial Coordinator at (909) 345 - 0460 or [**hbui@mtsac.edu**](mailto:hbui@mtsac.edu).

EOPS/CARE & CalWORKs Study Center
RECOMMENDATION FORM

TO BE COMPLETED BY APPLICANT

Name: _____ Phone number: _____

Please list the courses for which you are seeking recommendation by department and course number (ex: Math 180)

TO BE COMPLETED BY FACULTY MEMBER

NAME: _____ PHONE NUMBER: _____

DEPARTMENT: _____ INSTITUTION: _____

In what capacity do you know the applicant? If enrolled in a course you taught, please list department and course number (ex: Math 180) and grade received.

Please list the applicant's strengths: _____

Please list any weaknesses: _____

Please rate the applicant's oral communication skills (circle one):

Excellent Good Fair Poor

Would you recommend this applicant for a tutoring position in the Tutorial Center (circle one)?

Highly Recommend Recommend Recommend with Reservations Cannot Recommend

Signature: _____ Date: _____

PLEASE RETURN RECOMMENDATION FORM TO: Huu Bui (hbui@mtsac.edu)

Please list any experience, abilities or community involvement that pertain to the position applied for: _____

Previous Employer (most recent first)	Dates	Job Description	Reason for Leaving
Name: City/State:	From: To:		
Name: City/State:	From: To:		

How did you learn about this position? _____

What days/times are you available to tutor?

Monday _____

Tuesday _____

Wednesday _____

Thursday _____

Friday _____

TERMS OF EMPLOYMENT

I understand that tutors are scheduled according to student needs and prioritization of the EOPS/CARE/CalWORKs Study Center. Employment is offered on a semester by semester basis with no promise of a position or hours in subsequent semesters after hiring.

Effective January 2015, all tutors must provide copy of clearance from active tuberculosis (AP 7270 Student Worker, AP 7336 Certification of Freedom from Tuberculosis) when hired.

_____ I HAVE READ AND UNDERSTOOD ALL THE INFORMATION INCLUDED IN THIS EMPLOYMENT APPLICATION.

Signature of applicant

Date

EOPS/CARE & CalWORKs Study Center EMPLOYMENT APPLICANT CHECKLIST

Thank you for your interest in working with the EOPS/CARE & CalWORKs Study Center.
We seek the highest quality employees to help us achieve our mission and goals.

Completed applications must be email to *hbui@mtsac.edu*

Attn: Huu Bui
Mt. San Antonio College
EOPS/CARE & CalWORKs
Phone: (909) 345 0460

SUBMIT:

- EMPLOYMENT APPLICATION FORM
- AN UNOFFICIAL TRANSCRIPT
- YOUR AVAILABLE WORK SCHEDULE
- RECOMMENDATION FORM (s)
- PROOF OF FREEDOM FROM TB (**tuberculosis**)
- Completion or be enrolled in a tutoring course (TUTR 10A, TUTR 10B, TUTR 10D)
- ENGLISH TUTORS ONLY: Attach a copy of your writing sample with an instructor's comments.
- MATH TUTORS ONLY: Must call to schedule an appointment to take a Math diagnostic exam.