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 signed subject hire card from a qualified instructor for each subject you can tutor
- 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: \$10.75 \$13.00 (depending on qualifications and experience)
- Required Training: Completion of appropriate tutor training courses (TUTR 10A, 10B, 10C, 10D) within the first two semesters of employment. Consult the schedule of classes for course days and times.
- Faculty recommendation on content knowledge and people skills. Math applicants who did not attend Mt. SAC or who are unable to reach their Mt. SAC math professor should present their transcripts unofficial are acceptable to the department chair in building 61.
- Content competency evidenced by a grade of an "A" or "B" (see below) in subject(s) you wish to tutor:

Math tutor applicants:English tutor applicants:Other tutor applicants:Completion of Math 71Completion of English 1ACompletion of the relevant courseand Eng. 68 with an "A" or "B"with an "A" or "B"
"A" or "B"

Fall & Spring Hours

<u>Tuto</u>	orial Services		es Resource Center ivities Resource Center		arning Assistance Resource Center
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 may schedule an interview with the applicant based upon completion of the employment packet and verification that minimum qualifications have been met. The needs of Tutorial Services are another factor in determining prospective interviews. Turning in an application packet does not guarantee an interview. Eligible math and English candidates will be asked to take a diagnostic exam prior to the oral interview. See the back for the list of diagnostic topics.

The math diagnostic exam will consist of the following topics:

Algebra

- Factoring
- Solving Systems of Linear Inequalities
- Linear Systems of Equations
- Inequalities
- Order of Operations
- Long Division
- Logarithms (Properties of Logs)
- Conic Sections
- Completing the Square
- Function Composition
- Finding Domain of a Function
- Exponential Growth and Decay
- Linear Equations
- Evaluating Functions

Trigonometry/Precalculus

- Verifying Trigonometric Identities
- Trigonometric Equations
- Exponential Equations
- Partial Fraction Decomposition
- System of Nonlinear Equations

Calculus

- Derivatives
- Integrals
- Finding Area Bounded by Curves
- Limits
- Related Rate Word Problem

The English diagnostic exam will consist of the following topics:

Brainstorming techniques
Thesis statements & topic sentences
Sentence combining
Integrating quotes
Evaluating sources
Logical fallacies
Summary vs. analysis

Grammar:

- Parts of speech
- Sentence types
- Sentence boundaries
- ESL errors
- Punctuation
- Pronoun case

Mt. San Antonio College

Tutorial Services

Tutor Application

Section I: Personal Information

Last Name:	First Name:	M.I.:	Date:	OFFICE USE - Date Rec'd:	
Address (street/ci	ty/state/zip code):		Subject(s) you can	tutor:	
Address (street/city/state/zip code):			els): English:		
			Chemistry (levels):		
			Physics (levels):		
			Other:		
email:			Telephone 1:	Telephone 2:	
			()	o be a tutor before? No Yes	
	a student enrolled in a	t least six units	Have you applied to	o be a tutor before? No Yes	
at an institution o	f higher education? ☐ Yes ☐ No		If we a month /we an	(an aamaatan)	
	□ res □ No		ii yes, month/year	(or semester)	
In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.					
		Section II: W	ork Experience		
Please list most re	ecent employment first	•			
Company Name:			Job Title:		
Address:			Supervisor's Name:		
City/State/Zip:	City/State/Zip: Telephone:				
Duration of empl	oyment: Start Date		End Date		
Reason for leavin	g:				
Company Name:			Job Title:		
Address: Supervisor's Name:					
City/State/Zip:	City/State/Zip: Telephone:				
Duration of employment: Start Date End Date					
Reason for leavin	g:				
		Section III	: Education		
Please check the highest level of education completed: High School Some College Bachelor's Degree Some graduate work Master's Degree Doctorate Degree Other degree(s):					
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Section IV: Required Supporting Documents

The following documents are **required** for consideration of your application:

- 1. An unofficial copy of your college transcripts
- 2. Your requested work schedule
- 3. A subject hire card with your recommending instructor's signature (Mt. SAC students only). Math applicants who did not attend Mt. SAC or who are unable to reach their Mt. SAC professor should present their transcripts unofficial are acceptable to the department chair in building 61.
- 4. Any letters of recommendation or certificates of tutor training completion (if applicable)
- 5. English Tutor Applicants ONLY: Please attach a writing sample with instructor's comments

	Section V: Additional Questions
1.	Please describe your previous experience as a tutor, whether voluntary or paid. Tell us the number of students you worked with, the age of your students, the subject(s) you tutored, the duration of the tutoring experience, what you did in your tutoring sessions, and how you felt about your tutoring experience.
2.	Have you been tutored yourself? Describe your experience as a tutee. What are three qualities of an effective tutor?
3.	Please list any additional experience, training, and/or other facts that you believe are relevant to your application for this position:
4.	Do you hold other jobs? Yes No; if yes, # of hours per week:
fals	ertify that this information is correct to the best of my knowledge, and understand that deliberate ification or any misstatement or omissions of material facts may be cause for refusal of ployment or if employed, cause for dismissal.
	Applicant's Signature/Date

Return this completed application packet to:

Tutorial Services, Learning Technology Center, 6-101

Once we have received your completed application form and supporting documents, we will evaluate your application for completeness and to ascertain that minimum qualifications have been met. An interview may be scheduled based on the subject area(s) tutored, qualifications met, and the needs of the tutoring center.

If you are invited to an interview, please plan on spending 1 to 1.5 hours on a written and oral evaluation.

AR 3410-Nondiscrimination: It is the policy of Mt. San Antonio College to provide equal employment opportunities to all applicants and employees regardless of race, religious creed, color, national origin, ancestry, physical or mental disability, medical condition, marital status, sex (gender), age, sexual orientation, or the perception that a person has one or more of these characteristics.

Mt. San Antonio College Tutorial Services Tutor Subject Survey

ATE:
AΤ

DIRECTIONS: Please mark each class that you have passed with an A or B <u>or</u> are otherwise qualified to tutor. Based on your responses, you will be listed on subject schedules as competent to tutor in the marked subject areas; **THEREFORE**, **PLEASE DO <u>NOT</u> MARK ANY CLASS THAT YOU ARE <u>NOT</u> CONFIDENT TUTORING**.

AMLA 31R American Language Basic Reading AMLA 32R American Language Intermediate Reading AMLA 32R American Language Intermediate Reading AMLA 33R American Language Advanced Reading AMLA 34W American Language Basic Writing AMLA 41W American Language Basic Writing AMLA 43W American Language Speaking AMLA 50 American Language Speaking AMLA 56 American Language Speaking AMLA 56 American Language Pours and Articles AMLA 59 American Language Prepositions ENGL 67 English Reading and Writing ENGL 1A Freshman Composition ENGL 1B Intro to Literary Types ENGL 1C Critical Thinking and Writing LIT 1 Early American Literature LIT 2 Modern American Literature LIT 6A Survey of English Literature LIT 10 Survey of Shakespeare LIT 111 World Literature LIT 11 World Literature LIT 11 Survey of English Literature LIT 11 Survey of Shakespeare LIT 15 Introduction to Cinema SPCH 18 Critical Analysis of Speeches PHIL 3 Lingcin Practice PHIL 3 Lingcin Practice PHIL 5 Major World Religions PHIL 5 Major World Religions PHIL 15 Major World Religions PHIL 20 History of Western Philosophy HUMA 1 The Humanitiles AHIS 4 History of Western Prilosophy HUMA 1 The Humanitiles AHIS 4 History of Western Art: Prehist Gothic			η π	HIST 8	Lictory of the United States
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