

SSS Tutor Packet

If this is your first time applying to be a tutor, the application for employment can be downloaded at the following web site: www.jamessprunt.edu. Click on the **Quick Links** tab, **Forms** tab, and then **JSCC Part-time Employment Application Packet (PDF)** to print the application.

- Complete the entire SSS Tutor Packet (Tutor Schedule & Times Available, Tutor Agreement Form, Tutor Information Sheet, Tutor Referral Form, and Release for Official Transcript) and return them to the Academic Skills Specialist's office in the Strickland Building (Room 131) or mail to the address listed below.
- A tutor referral is needed for each class you are interested in tutoring (only one referral is attached). If you have already turned in a tutor referral for a particular class, you do not have to turn in another one for that same class. If you did not take the course at JSCC, then you do not need a signed tutor referral form.
- **UPDATED TRANSCRIPTS ARE NEEDED EACH SEMESTER.** If a transcript is needed from James Sprunt Community College, then the attached **Release for Official Transcript** form must be completed and submitted to the Academic Skills Specialist. The Academic Skills Specialist will request the JSCC transcript for you. If you attended another college or university, please request official college transcripts to be sent to the following address:

Pamela R. Morgan
Academic Skills Specialist
James Sprunt Community College
Student Support Services
P. O. Box 398
Kenansville, NC 28349

James Sprunt Community College
Student Support Services

JOB DESCRIPTION

Tutor Responsibilities:

1. Assist students in developing competency in course work.
2. Provide one-to-one support and encouragement to help the student develop an increased sense of confidence in his or her abilities.
3. Encourage the student to become an independent learner by suggesting more adequate tools of study.
4. Complete required record keeping forms on a regular basis.
5. Participate in tutor training sessions.
6. Attend interviews with the Academic Skills Specialist on a weekly basis.
7. Participate in periodic evaluations of the program.
8. Ensure that tutors (and tutees) sign in and out of each tutoring session.

Record Keeping:

1. A Tutor Contact Form must be completed by the tutor (and tutee) during each tutoring session.
2. Time sheets are submitted to the Project Director monthly.

How to Apply: Prospective tutors will:

1. Obtain an application form from the Academic Skills Specialist. The completed application must include a copy of the class schedule and/or times available to tutor.
2. Attend an interview with the Academic Skills Specialist and/or Project Director to discuss the functions and responsibilities of tutoring.
3. Submit tutoring recommendation forms to instructors whom the prospective tutor has had in the course he or she wishes to tutor.

Qualifications:

Achievement of an "A" or "B" in the course to be tutored. Minimum grade point average of 2.5, 3.0 preferred. Professional Tutor – Bachelor degree in teaching education, math, science, English, Spanish or related field. Demonstrated competency in communicating with others. Evidence of responsibility, a desire to help others, and a willingness to be flexible in scheduling. Sensitivity to the needs of a diverse student population. When possible, experience as a former Student Support Services participant.

Salary: \$9.00 - \$15.00 per hour

James Sprunt Community College
Student Support Services

Office Use Only

Semester/Year

_____/____/____

TUTOR SCHEDULE & TIMES AVAILABLE

NAME: _____

ADDRESS: _____

PHONE NUMBERS :

Home _____ Cell _____ Work _____

E-MAIL ADDRESS:

JSCC E-mail: _____ @mail.jamessprunt.edu

Personal E-mail: _____

List the courses that you are interested in tutoring: _____

* LIST BELOW YOUR **COMPLETE** SCHEDULE OF CLASSES SEMESTER.

COURSE(S)	DAY(S)	TIME(S)

List all of the days and times that you are available to tutoring.

James Sprunt Community College
Student Support Services

TUTOR AGREEMENT FORM

Obligations of Tutor:

1. You will attend sessions and will be prepared to keep the tutee informed and up to date on all class assignments and responsibilities as much as possible.
2. You will, at all tutoring sessions, be prepared to demonstrate to the tutee proficiency in the course that you are tutoring to the best of your abilities.
3. If you are unable to attend a tutoring session, you will notify the Academic Skills Specialist prior to the tutoring time.
4. You must complete all forms and provide all required information needed before you are assigned a tutee.
5. The tutor and tutee must sign the SSS Tutor Service Log before each tutoring session begins. (Please round off the time to every five (5) minutes.) Also, provide a session summary for each tutoring session on a daily basis. **Tutoring can not occur during a scheduled class time.**
6. If you miss two (2) consecutive sessions, the Academic Skills Specialist will send a reminder to you. Once you receive the reminder, you must respond within five (5) working days to schedule a conference with the Academic Skills Specialist. At this time, the continuation of the tutorial services by the tutor will be discussed.
7. If the tutor misses at least three (3) sessions within two (2) weeks of the conference, he or she will be sent a letter from the Project Director to remind the tutor of their commitment to provide tutorial services. Any absences other than extended illness and/or death of a family member, or an emergency, after a final commitment, will result in termination of employment. *(Emergencies will be dealt with in a case-by-case basis.)* If a tutor still expresses an interest in tutoring, they must reapply.

I have read the above statements and agree to Student Support Services' terms.

Signature

Date

Date(s) Missed:

James Sprunt Community College
Student Support Services

TUTOR INFORMATION SHEET

1. **ITEMS NEEDED/GPA QUALIFICATION:** SSS Tutor Application, class schedule, tutor agreement form and college transcripts are needed in order for an individual to be considered to be a tutor. If the tutor has had the course at JSCC, a referral form is also needed from the instructor. In order to be considered to be a tutor, a Grade Point Average (GPA) of 2.50 is required and a GPA of 3.00 is preferred for tutors and a grade of an "A" or "B" in the course the applicant is seeking to tutor.
2. **TIME SHEETS:** It is the responsibility of the tutor to complete and print a time sheet online from JSCC's web site: <http://www.jamessprunt.edu/Forms.html>. Time Sheets, along with the Tutor Contact Logs, are to be turned in to the Academic Skills Specialist by the last working day of the month, unless otherwise posted. Time Sheets not submitted by the due date will be paid the following month.
3. Tutors are responsible for signing **contracts** for employment on a semester basis.
4. **Pay Day** will be the last working day of each month, unless otherwise posted. You may pick up your check in the JSCC Business Office located in the McGowen Building.
5. Tutors are required to check the **bulletin board** (located on the main hall in the Student Support Services office) on a daily basis to check for notes/messages.
6. **MISSED SESSIONS:** Tutors are paid for the full hour (or time allotted if less than 1 hour) for the first time that a particular student (tutee) does not show up/call-in for tutoring. The next time that they do not show up/call-in for tutoring, the tutor is paid for 30 minutes for waiting for the student. Tutors are only required to wait for 15 minutes for the tutee. Tutors are to complete a Missed Tutorial Sessions slip each time the student misses his/her tutoring session(s). **Tutors are not to return for tutoring for a student who has missed two (2) tutoring sessions within a scheduled monthly pay period.** Please notify the Academic Skills Specialist once a particular tutee misses their 2 missed sessions. The student will be contacted to determine their intentions for returning for tutoring sessions. If tutoring is reinstated, the Academic Skills Specialist will notify the tutor.
7. **Designated areas for tutoring:** SSS Tutoring Rooms, SSS Study Skills Lab, SSS Computer Lab, other rooms as designated, and agreed upon by the Academic Skills Specialist and/or SSS Staff.

I have read the above statements and agree to Student Support Services' terms.

Tutor's Signature

Date

James Sprunt Community College
Student Support Services

TUTOR REFERRAL FORM

*Please complete this reference request and return it to:
Pamela R. Morgan, Academic Skills Specialist, Student Support Services.*

**I recommend _____ to be a tutor for the SSS
Program for the following course(s):_____.**

1. Is this student qualified to be a tutor? ___ Yes ___ No
2. Is this student dependable? ___ Yes ___ No
3. Is this student capable of communicating
acquired knowledge sufficiently to other
students? ___ Yes ___ No
4. Other comments: _____

Signature of Instructor

Date

FOR YOUR INFORMATION:

The Student Support Services Program is a federally funded program designed to provide helpful services, such as counseling and tutoring, to college students.

For the tutoring component of the SSS Program, if a person is approved to become a tutor, the student will be responsible for maintaining communication with instructors of the subject tutored.

In order for a person to become a tutor for the SSS Program, one must meet the following qualifications:

- Have at least an A or B in the course to be tutored;
- Have at least a 2.50 Cumulative Grade Point Average;
- Have demonstrated competency in communicating with others;
- Evidence of responsibility, a desire to help others and willingness to be flexible in scheduling.

Release for Official Transcript

I, _____, give Student Support Services staff permission to request my official James Sprunt Community College transcript. This is to be used for employment purposes.

Student Signature

JSCC ID Number

Date