Peer Tutor Hiring Process

Thank you for your interest in the peer tutor position at the Learning Commons! Here is what you can expect during our hiring process.

- **We review your completed application.** If you are a student, we will also review your transcript. If we have an open position matching your qualifications, we will contact you to schedule an interview.

- **We interview you.** One of our staff will meet with you to describe the position and find out more about your experience, career goals, and interest in tutoring.
  - If you are new to interviewing or job search, we strongly encourage you to prepare for your interview by reviewing the Crew Career Center’s guide “Ace the Interview” located online [http://crew.cc/services/interviewing](http://crew.cc/services/interviewing)
  - You do not need to wear formal business attire, but our dress code applies to the interview process. Please see “Learning Commons Dress Code” if you have any questions about what to wear to the interview.

- **We contact you about your status.**
  - If we select you to continue in our hiring process, we will contact you for your supporting materials (see below). You will also need to obtain two completed recommendations, unless you are an adjunct instructor at JCTC. If you are not a JCTC employee, you will also have to complete a background check and an employment application or volunteer agreement prior to being placed as a tutor.
  - If you are not selected to continue, you will generally hear back from us within two weeks of the date of your interview.

**INTERVIEW CHECKLIST**

- Copy of your current resume
- Copy of your class schedule (students only)
- Review “Commonly Asked Interview Questions” on the Crew Career Center website.

**SUPPORTING MATERIALS:** Depending on the course(s) you are selected to tutor, we will ask for the following when we contact you to offer you a tutoring position:

- **Writing tutors only:** submit a copy of a graded paper of two or more pages that includes your instructor’s comments. The paper should demonstrate your analytical thinking skills and your ability to plan, research, write, and revise an academic paper. You may also be asked to demonstrate your proficiency guiding a student through paper revisions during your interview.

- **Foreign language tutors only:** for each language you wish to tutor, you must obtain a recommendation from the faculty member with whom you took the course OR from a faculty member who teaches the language and can evaluate your ability to tutor it.

- **Math tutors only:** you may be asked to demonstrate your proficiency during your interview, including guiding a student through solving an equation and how to use a graphing calculator.
Tutor Job Description

Position Title: Tutor
Department: Learning Commons
Locations: Bullitt, Carrollton, Downtown, Shelby, Southwest and Technical Campuses

Supervisor:
Name: Hilary Sortor
Title: Tutoring Coordinator
Email: hilary.sortor@kctcs.edu
Phone: 502-213-2344

Hours Needed Per Week
We assign new tutors to a recurring weekly schedule of 6-12 hours during TLC’s regular operating hours. We allocate hours based on our staffing needs.

Job Duties:
Tutors help students learn course material and develop study skills. Tutors meet with students individually and in small groups for sessions lasting up to 30 minutes. Additional duties include writing session reports, entering information into Starfish, and completing mandatory training. All tutoring takes place inside the Learning Commons.

Responsibilities:

- Engage with students to offer assistance, encouragement, and support.
- Use the ten-step tutoring process in sessions with students.
- Record session information accurately and completely.
- Maintain competence in subjects tutored by reviewing course material.
- Complete all assigned training and self-evaluations.
- Behave professionally with colleagues, students, faculty and staff.
- Notify coordinator in advance of any schedule changes, issues or concerns.
- Maintain confidentiality in accordance with FERPA.
- Assist with other duties as assigned.

Additional Responsibilities: All tutors are required to make classroom visits and call students. In addition, tutors may participate in cross-training so that they can cover the welcome desk and help us with a variety of tasks at the Learning Commons, including promotion and outreach.

Qualifications for Tutors:

- Grade of “A” in course(s) tutored.
• Two professional recommendations. One recommendation must be from faculty who teaches the course you want to tutor.
• Successful completion of at least one semester of college coursework at JCTC.
• Ability to communicate clearly and professionally both verbally and in writing.
• Positive attitude and friendly demeanor.
• Sensitivity working with students from diverse backgrounds and a commitment to fostering an inclusive learning environment.
• Willingness to call students as directed, make class visits, and recruit students to tutoring.
• Commitment to meeting all Learning Commons policies and customer service goals.

Additional Qualifications for Math Tutors

• Ability to show students how to use calculator.

Additional Qualifications for Writing Tutors

• Graded research paper sample of at least two pages.

Professional Competencies (Note: The following skills* are among the top personal qualities and skills sought by employers, according to the Job Outlook 2014 published by the National Association of Colleges and Employers)

• Ability to clearly explain basic course information and study skills.
• Ability to plan, organize, and prioritize * tutoring sessions and related assignments
• Ability to follow the Association for Tutoring Professionals’ Code of Ethics and Learning Commons policies
• Ability to verbally communicate * with members of the JCTC community, including staff, faculty and students.
• Ability to complete written reports * and training assignments.
• Ability to work in a team structure. *
• Proficiency with computer software programs* including Student Self-Service, Starfish, Blackboard, Microsoft Word, and email.
• Ability to refer students to other campus resources as appropriate.