



**Wesley College**  
**Department of Academic Support**  
**Subject, Writing & Reading Comprehension Tutors**

The Department of Academic Support has the following positions available:

- Subject Tutor – has an assigned work schedule for tutoring.
- On-Call Tutor – is available on an as-needed basis and is paid ONLY for hours actually tutoring.
- Writing Tutor – has an assigned work schedule for tutoring in writing.
- Reading Comprehension Tutor - has an assigned work schedule for reading tutoring and assistance.

Qualifications

1. Tutors: Competence in your academic or subject area (3.0 or higher in course or courses you wish to tutor).
2. All: Above average student with good study habits (2.75 or higher **overall** GPA).
3. Exemplary personal behavior.
4. Interest in helping others to achieve academic success.
5. Writing Tutors: completion of EN201.

Job Description

1. Provide academic and study skills assistance in your subject area.
2. Clarify course content and promote study strategies but never do work or write papers for students.
3. Be on time, log in/out, and stay for your scheduled hours in designated areas.
4. Attend all in-service tutoring activities (i.e., staff meetings, on-going training, and discussion sessions)
5. Complete clerical and preparation responsibilities.
6. Communicate with faculty teaching your courses on a regular basis.
7. See specific, complete job descriptions in the *Wesley College Handbook for Tutors*.
8. Respect students' right to confidentiality and respond in a professional manner to diverse student needs.
9. Consult with the Coordinator if any problems are encountered or assistance is needed.

Remuneration

1. The position entails an average work commitment of two to ten hours weekly (but may vary) and is a paid position beginning at minimum wage and following federal standards for work study.
2. **All workers must be trained.** Students selected for any tutoring position will be **required to participate in the basic level Tutor Training Seminars.**
3. Wage rate will reflect BOTH training and experiential level.
4. Additional training will be offered throughout the semester.

Application Procedures

1. Return completed application form to the Tutoring Programs Coordinator.
2. Distribute two (2) faculty recommendation forms. At least one recommendation must be from a full-time faculty member in your subject area, if you are tutoring.
3. Eligible candidates will be contacted for an interview.
4. Returning tutors will be required to submit an updated availability form, confidentiality agreement, and financial documentation. They will also be required to attend training sessions.

For additional information, contact the Tutoring Programs Coordinator  
Academic Resource Center, PL107A  
(302) 736-2565



Please list two faculty members at Wesley College who could endorse your academic qualifications to tutor the course(s) you checked.

<u>Course Listed</u>	<u>Faculty</u>	<u>Department</u>
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What particular skills or experiences do you bring to the position?


What are your personal strengths and weaknesses? How will these affect your job performance?

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Have you had any special experiences with handicapped or learning disabled individuals? If so, explain briefly.

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Why do you want to be a tutor in the Department of Academic Support?


**Statement of Integrity**

*I understand that I am seeking an advanced leadership position and will serve as an academic and social role model for all students who access my services. As such, I authorize the Department of Academic Support to check both my academic and judicial records to determine my eligibility for the position. If hired as a Tutor/Monitor/Proctor, I understand that violating Wesley College's policies, including that prohibiting alcohol use, can result in the termination of duties assigned to me.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

Return **completed** application to the Tutoring Coordinator, Academic Resource Center, PL107A.

- Ask two faculty members, in the area you wish to tutor, to fill out a *Faculty Recommendation* form.
- Submit the two *Faculty Recommendation* forms.
- Complete financial documentation and submit copies of two forms of applicable ID.
- Complete a *Confidentiality Agreement*.
- Submit materials by \_\_\_\_\_.
- Make an appointment for an interview.