Dear Tutor Applicant,

Thank you for your inquiry about becoming a tutor in the Academic Resource Center. Tutors are an integral part of the Academic Resource Center team and the General Studies community. Tutoring is a very challenging but rewarding experience. It requires dedication and a genuine interest in helping others through the learning process.

Below please find the application process, qualifications, and commitment necessary to work as a tutor if you are hired.

**Minimum Qualifications:**
- Earn a B+ or A in the courses you are tutoring
- Letters of recommendation
- Must be a Columbia University student

**Application Process:**
Attached, please find the application forms required to apply for this position. Below is an outline of the application process

<table>
<thead>
<tr>
<th>Graduate Applicant</th>
<th>Undergraduate Applicant</th>
</tr>
</thead>
<tbody>
<tr>
<td>➢ Fill out the Tutor Application Form</td>
<td>➢ Fill out the Tutor Application Form</td>
</tr>
<tr>
<td>➢ A copy of your transcript and resume</td>
<td>➢ A copy of your current transcript and resume</td>
</tr>
<tr>
<td>➢ 2 faculty members’ recommendations Columbia University faculty preferred but not necessary.</td>
<td>➢ 1 faculty member recommendation (Columbia University faculty preferred) ➢ 1 academic advisor recommendation</td>
</tr>
<tr>
<td>➢ Set up an appointment for an hour interview with the Manager</td>
<td>➢ Set up an appointment for an hour interview with the Manager</td>
</tr>
</tbody>
</table>

**Commitment:**
- Agree to the terms outlined in the Tutor Job Description
- Attend all trainings and meetings held by the Academic Resource Center
  - First training will in during the second week of the semester

**Your application will not be considered complete until all of the above has been completed.**

Sincerely,

**Melanie Ríos**

Melanie Ríos
Manager for Academic Support Services
Academic Resource Center

Tutor Job Description

Tutors are an integral part of the Academic Resource Center. They provide instruction and academic support to GS students, and facilitate the learning process by helping students “learn how to learn” course material and take responsibility for their own learning.

Qualifications:

- Must have earned a B+—A in the courses they are tutoring
- Overall GPA of 3.0 or above
- Written recommendation from one faculty member (Columbia University faculty preferred). Graduates must submit two letters of recommendation from faculty members
- Written recommendation from your academic advisor (Undergraduates only)
- Must be a Columbia University student (graduate or undergraduate)
- Must have a good sense of humor

Job Duties:

- Provide academic assistance to students individually and in pairs
- Assist students in developing good learning strategies and habits
- Be on time for all tutoring appointments and trainings and keep all appointments
- Maintain accurate records and complete all required paperwork
- Maintain confidentiality of students
- Participate in training and meetings as scheduled
- Communicate frequently with the Manager and Coordinator
- Inform GS students of other resources available to them—learning strategy workshops etc.
- Participate in an evaluation process to measure performance and plan to work on areas that need attention

Commitment:

- Tutor schedules vary by student need and subject areas. The estimated time commitment is 6-10 hours weekly while classes are in session
- Tutors must participate in tutor training at the beginning of each semester
- Tutors must attend paid staff meetings
*Tutor Skills & Attributes:

- A tutor needs to be able to demonstrate **excellent time management skills**. A tutor must be able to balance one’s academic, extra-curricular, and tutorial responsibilities.
- A tutor needs to be able to demonstrate **excellent organizational skills**. A tutor must be able to assist tutee(s) in organizing the completion of course assignments.
- A tutor needs to be a **motivator**. A tutor must be willing to encourage their tutee(s) to become better students. To hold them accountable for being prepared for tutorial sessions. To motivate them to be both verbally and physically active during tutorial sessions.
- A tutor needs to be **encouraging and forceful**. A tutor must give praise when success on any level should occur. A tutor must be forceful in providing a “reality check” regarding their tutee’s lack of progress or lack of focus on academic responsibilities.
- A tutor needs to be able to **communicate well** to a diverse student population.
- A tutor must be able to be **creative** in order to explain content material through a variety of methods in one-on-one sessions as well as in group sessions.

*Taken from University of Central Florida Student Academic Resource Center website
http://www.sarc.sdes.ucf.edu/text/wannabetutor.html

**Benefits:**

- A sense of pride and accomplishment from helping others
- Opportunity to help others and be a positive role model
- Increased mastery of academic skills
- Development of interpersonal skills
- Paid training and opportunity to earn College Learning and Reading Association (CLRA) Tutoring Certification
- Great work experience for development of resumes and references

**Compensation:**

Tutors are paid an hourly wage according to the following:
Undergraduates $15 per hour
Graduate/Postbac $20 per hour

*Rates are the same for individual, pair, and online tutoring.

Tutors must work a minimum of 6 hours per week.
There are no insurance benefits with this position.
PART I

1. Name ____________________________________________________

2. Columbia ID C_____________________________________________

3. Local Address ______________________________________________

4. Phone Number ______________________________________________

5. E-Mail Address __________@columbia.edu

6. School Affiliation ( ) GS ( ) CC ( ) SEAS ( ) BC ( ) Postbac Pre-Med
   ( ) Graduate school: ________________________________

7. Columbia University Academic Advisor (undergraduate only) _______________________

8. Anticipated Date of Graduation (semester/year) ________________________________

9. Major ________________________  Cum. GPA ______

PART II

1. **On a separate sheet of paper, please provide a biographical sketch, which includes the following:** (please type)

   1. A description of you as a student including your preferred learning style and how you apply it to your studies.
   2. Give examples of 3 different areas of information regarding study skills that you might provide to a student who is struggling in the subject area you are considering tutoring.
   3. What strengths do you feel you will bring to the Academic Resource Center tutorial staff?

2. **Please provide 2 references:**
   1. Someone who knows your ability in the subject you will be tutoring (faculty member preferred).
   2. Someone who knows you in a working environment.
   3. Your academic advisor (undergraduates only). Please use the form provided.

Attached are recommendation forms for your references to complete. If your reference is out of the country or cannot use the form they may also submit a letter of recommendation via email or faxed to my attention:

Melanie Rios
Manager for Academic Support Services
Phone (212) 854.4097
Fax (212) 851.0750

Please turn page
3. Please **attach a current resume and or curriculum vitae** with this application and bio-sketch.

4. Course(s) you are interested in tutoring – Please choose a maximum of two courses that you know well:

<table>
<thead>
<tr>
<th>Check here</th>
<th>Course</th>
<th>Course Number</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>General Physics I</td>
<td>F1201</td>
</tr>
<tr>
<td></td>
<td>General Physics II</td>
<td>F1202</td>
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<tr>
<td></td>
<td>Physics for Poets</td>
<td>C1001</td>
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<tr>
<td></td>
<td>Chemistry I</td>
<td>C1403</td>
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<td></td>
<td>Chemistry II</td>
<td>C1404</td>
</tr>
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<td></td>
<td>Organic Chemistry I</td>
<td>C3443</td>
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<tr>
<td></td>
<td>Organic Chemistry II</td>
<td>C3444</td>
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<td></td>
<td>*General Biology</td>
<td>F2401</td>
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<tr>
<td></td>
<td>Pre-Calculus</td>
<td>W1003</td>
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<tr>
<td></td>
<td>Calculus I</td>
<td>V1101</td>
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<tr>
<td></td>
<td>Calculus II</td>
<td>V1102</td>
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<tr>
<td></td>
<td>Calculus III</td>
<td>V1201</td>
</tr>
<tr>
<td></td>
<td>Intro to Macroeconomics (Barnard)</td>
<td>BC1001</td>
</tr>
<tr>
<td></td>
<td>Intro to Microeconomics (Barnard)</td>
<td>BC1002</td>
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<td></td>
<td>Principles of Economics (Columbia)</td>
<td>W1105</td>
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<td></td>
<td>Linear Algebra</td>
<td></td>
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<td></td>
<td>Introduction to Statistics</td>
<td>W1001</td>
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<td></td>
<td>Elementary French I</td>
<td>W1101</td>
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<td>Elementary French II</td>
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<td>Intermediate French I</td>
<td>W1201</td>
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<td>Intermediate French II</td>
<td>W1202</td>
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<tr>
<td></td>
<td>Elementary Spanish I</td>
<td>F1101</td>
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<td>F1201</td>
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<td>V1202</td>
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</tbody>
</table>

**Other:** __________________________________________

*Courses must be taken at Columbia.

**PART III**

Once all application materials are received, you will be asked to set up an interview.

A completed application will have:

1. Bio-sketch
2. Student copy of your transcript (can be taken from SSOL)
3. Resume or curriculum vitae
4. Recommendations (can be submitted separately)

All completed applications must be submitted to:

Angela McKay, Administrative Coordinator
Room 308C Lewisohn Hall
Tutor Recommendation Form (Faculty)

Tutor Name: ______________________________   Date: _______________________
Faculty Member: ________________________Department: _________________
Faculty Phone: __________________________Faculty Email: _______________________

The student above has applied to be a tutor in the Academic Resource Center (ARC) at the School of General Studies in the following subject: _________________________________.

Please evaluate the student to the best of your knowledge in the following areas:

<table>
<thead>
<tr>
<th>Area</th>
<th>Above Average</th>
<th>Average</th>
<th>Poor</th>
<th>Cannot Evaluate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Knowledge of Subject</td>
<td></td>
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<td>2. Ability to apply subject knowledge</td>
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<tr>
<td>3. Academic Interest and Motivation</td>
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<tr>
<td>4. Interaction with Classmates</td>
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<tr>
<td>5. Communication Skills</td>
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<td>Verbal</td>
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<td>Written</td>
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<td>Interpersonal</td>
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<td>6. Responsibility and Professionalism</td>
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</tbody>
</table>

Additional comments:

Do you _____ Highly Recommend _____ Recommend _____ Not Recommend

Signature: __________________________________________

Thank you for taking the time to complete this form. Faculty recommendations are essential in the tutor hiring process. If you have any comments, questions, or concerns please feel free to contact me.

Melanie Rios
Manager for Academic Support Services
308B Lewisohn Hall; MC 4106
(P) (212) 854-4097 or (F) (212) 851-0750 or mr3131@columbia.edu

Thank you for your time and consideration.

Sincerely,

Melanie Ríos
Melanie Rios,
Manager for Academic Support Services
Academic Resource Center

Tutor Recommendation Form

Tutor Name: ____________________________   Date: _____________________
Reference name: _________________________    Relationship to applicant: _____________
Phone: ________________________________   Email: ____________________________

The student above has applied to be a tutor in the Academic Resource Center (ARC) at the School of General Studies in the following subject: _________________________________.

Please evaluate the student to the best of your knowledge in the following areas:

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<tr>
<td>Interpersonal</td>
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<tr>
<td>3. Ability to follow through</td>
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<td>4. Attitude towards their academic life</td>
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<tr>
<td>5. Discipline</td>
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</tr>
</tbody>
</table>

Additional comments about the applicants’ strengths and weaknesses:

Do you _____Highly Recommend _____Recommend ______Not Recommend

Signature: _________________________________________

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