



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, qualification 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

<i>Graduate Applicant</i>	<i>Undergraduate Applicant</i>
➤ Fill out the Tutor Application Form	➤ Fill out the Tutor Application Form
➤ A copy of your resume and/or curriculum vitae	➤ A copy of your current transcript
➤ 2 faculty members' recommendations Columbia University faculty preferred but not necessary.	➤ 1 faculty member recommendation (Columbia University faculty preferred) ➤ 1 academic advisor recommendation
➤ Set up an appointment for an ½ hour interview with the Coordinator	➤ Set up an appointment for an ½ hour interview with the Coordinator

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. Please hand in the completed application by Friday, September 17, 2008. If selected, tutor training will be held on Sunday, September 21, 2008.

Sincerely,

Leslie Limardo

Leslie Limardo
Assistant Dean, Academic Support

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:

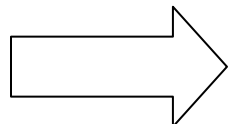
- Provide academic assistance to students individually and in small groups
- Assist students in developing good learning strategies and habits
- Be on time for all tutoring appointments and trainings and keep all appointments
- Maintain accurate records and complete all required paperwork
- Maintain confidentiality of students
- Participate in training and meetings as scheduled
- Communicate frequently with the Coordinator regarding any concerns, and success stories
- 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 (10 hours per year) at the beginning of each semester
- Tutors must attend paid staff meetings
- Tutors must earn College Reading and Learning Certification (CRLA)* by the end of the academic year

****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.



Tutor Skills & Attributes:

- 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.

*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 schedule:

Undergraduates	\$15 per hour
Undergraduate	\$18 per hour
	(Tutoring the following subjects: Organic Chemistry I, II, Biology, Italian)
Graduate	\$ 20 per hour

Tutors can work a minimum of 6 hours and a maximum of 10 hours per week.
There are no insurance benefits with this position.

****College Reading and Learning Association (CRLA) Certification:***

- Participation in CRLA tutoring training sessions is required and mandatory
- CRLA is an international certified tutor training organization
- There are three levels of different certification encompassing different topics and requirements for completion. A tutor will complete one level of CRLA per semester that tutor is on staff.
- Completion of CRLA requirements are in the form of attending tutor training sessions, attending ARC learning skills workshops, creation of tutoring handouts, evaluation of tutoring staff and services, and individual appointments with the Assistant Dean.
- CRLA web site --> <http://www.crla.net>

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

Applying for:

_____ Fall 200 _____
 _____ Spring 200 _____
 _____ Summer 200 _____

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 _____

____ Spring 200 ____

____ Summer 200 ____

1. **On a separate sheet of paper**, please provide a biographical sketch, which includes the

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?

1. Knows your ability in the subject you will be tutoring (faculty member preferred).
2. Knows you in a working environment.
3. Academic advisor (undergraduates only). Please use the form provided.

Leslie Limardo
Assistant Dean
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:

Check here	Course	Course Number
	General Physics I	F1201
	General Physics II	F1202
	Physics for Poets	C1001
	Chemistry I	C1403
	Chemistry II	C1404
	Organic Chemistry I	C3443
	Organic Chemistry II	C3444
	*General Biology	F2401
	Pre-Calculus	W1003
	Calculus I	V1101
	Calculus II	V1102
	Calculus III	V1201
	Intro to Macroeconomics (Barnard)	BC1001
	Intro to Microeconomics (Barnard)	BC1002
	Principles Economics (Columbia)	W1105
	Introduction to Statistics	W1001
	Elementary French I	W1101
	Elementary French II	W1102
	Intermediate French I	W1201
	Intermediate French II	W1202
	Elementary Spanish I	F1101
	Elementary Spanish II	F1102
	Intermediate Spanish I	F1201
	Intermediate Spanish II	F1202
	Elementary Italian I	V1101
	Elementary Italian II	V1102
	Intermediate Italian I	V1201
	Intermediate Italian II	V1202

Other:

***Courses must be taken at Columbia.**

PART III

Once all application materials are received, you will be asked to set up an interview for September 3rd—September 17th. Please have a date and time available.

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 by Wednesday September 17, 2008 to:

Vivian Caraballo, Administrative Assistant
Room 308C Lewisohn Hall

SAVE THE DATE

All interviews will be conducted from September 3rd until September 17th
Mandatory training for new tutors Sunday, September 21st at 10 am



Academic Resource Center
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:

	Above Average	Average	Poor	Cannot Evaluate
1. Knowledge of Subject				
2. Ability to apply subject knowledge				
3. Academic Interest and Motivation				
4. Interaction with Classmates				
5. Communication Skills				
Verbal				
Written				
Interpersonal				
6. Responsibility and Professionalism				

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.

Leslie Limardo
Assistant Dean for Academic Support Services
308C Lewisohn Hall; MC 4106
(P) (212) 854-4097 or (F) (212) 851-0750 or LAL48@columbia.edu

Thank you for your time and consideration.

Sincerely,
Leslie Limardo

Leslie Limardo,
Assistant Dean 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:

	Above Average	Average	Poor	Cannot Evaluate
1. Responsibility and Professionalism				
2. Communication Skills				
Verbal				
Written				
Interpersonal				
3. Ability to follow through				
4. Attitude towards their academic life				
5. Discipline				

Additional comments about the applicants' strengths and weaknesses:

Do you _____ Highly Recommend _____ Recommend _____ Not Recommend

Signature: _____

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

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