

## ASC Tutor Applicant Information

**Salary:** \$16.00 Hourly

**Hours:** Students may work up to 19 hours/week. Non-students may work up to 16 hours/week.

### POSITION DESCRIPTION

The Academic Success Center (ASC) is looking for highly motivated tutors with comprehensive subject knowledge and effective interpersonal and communication skills. Primary responsibilities involve tutoring Bellevue College students as well as completing required training. Hours are determined quarterly based on tutor availability and the ASC's need.

### QUALIFICATIONS / CORE COMPETENCIES

#### MINIMUM QUALIFICATIONS:

- a) Overall GPA of 3.2 or above (or upward GPA trajectory), in current or previous education
- b) A, A- or B+ in subject areas applicant wishes to tutor
- c) Faculty approval for each course/subject area applicant plans to tutor in
  - o **Non-students:** In addition to BC departmental approval, need a combination of relevant experience, education and demonstrated subject matter expertise
- d) Ability to take initiative, attend tutor trainings, and complete FERPA and Title IX training

#### PREFERRED QUALIFICATIONS

- a) Ability to communicate with multicultural populations and facilitate equitable learning
- b) Patience and empathy for students' individual learning styles
- c) Desire to empower students and help them become independent learners
- d) Commitment to tutor at least three consecutive quarters
- e) Ability to tutor on campus and virtually via Microsoft Teams

### APPLICATION PROCESS

#### 1. Complete the ASC [Tutor Application packet](#) to include:

- ASC Tutor Application form
- Faculty Course Recommendation form (Faculty may choose to email course recommendations directly to [asc@bellevuecollege.edu](mailto:asc@bellevuecollege.edu))
- Copy of unofficial college transcript(s)
- Supplemental Screening Questions form (if interested in working in a specialized lab)

#### 2. Email entire completed application packet to: [asc@bellevuecollege.edu](mailto:asc@bellevuecollege.edu)

**NOTE:** Incomplete applications will be returned to applicant. Completed applications will be reviewed in response to staffing needs. If positions are available, applicants will be contacted via email for an interview.

### SPECIAL INSTRUCTIONS FOR APPLICANTS

**Sexual Misconduct and Background Check:** Prior to start of employment, finalists(s) for this position will be subject to a pre-employment background check as a condition of employment. Information from the background check will not necessarily preclude employment, but will be considered in determining the applicant's suitability and competence to perform in the position.

Applicants considered for this position will be required to disclose if they are the subject of any substantiated findings or current investigations related to sexual misconduct at their current employment and past employment. Disclosure is required under [Washington State Law](#).

### NEXT STEPS: ORIENTATION/TRAINING

- Following an offer for employment, applicants will be sent hiring paperwork via email.
- Upon completion of hiring paperwork a two-hour orientation/training is required, dates will be provided.
- FERPA and Title IX training required (completed online).
- During first two quarters of employment, tutors will complete 9 hours of training certified through CRLA (College of Reading and Learning Association). Upon completion of the training tutor will receive a certification as a CRLA level 1 tutor.
- Lab and subject-specific training may also be required.

**Applications will remain active for one year after date of receipt.**

**For questions or further information, email [asc@bellevuecollege.edu](mailto:asc@bellevuecollege.edu), or call 425-564-2200**

---

Bellevue College is an equal opportunity employer committed to providing equal opportunity and nondiscrimination to applicants and employees without regard to race or ethnicity; creed; color; national origin; sex; marital status; sexual orientation; age; religion; genetic information; the presence of any sensory, mental, or physical disability; or whether a disabled or Vietnam-era veteran. Please see policy 4100 at [www.bellevuecollege.edu/policies/](http://www.bellevuecollege.edu/policies/). Applicants with disabilities who require assistance with the recruitment process may contact [hr@bellevuecollege.edu](mailto:hr@bellevuecollege.edu) or 425-564-2271. The following people have been designated to handle inquiries regarding non-discrimination policies: Title IX Coordinator, 425-564- 2641, Office C227, and EEOC/504 Compliance Officer, 425-564- 2178, Office R130.

The college strongly encourages all qualified applicants to apply. Bellevue College employs only U.S. citizens and lawfully authorized non-U.S. citizens. All new employees must show employment eligibility verification as required by the U.S. Citizenship and Immigration Services. Sponsorship for employment-based visa may be an option depending upon the position and the applicants qualification.



# Academic Success Center

## ASC Tutor Application

Name: \_\_\_\_\_ Current Student at BC?  Yes  No

SID# \_\_\_\_\_ Date: \_\_\_\_\_

BC email: \_\_\_\_\_@bellevuecollege.edu

Other email: \_\_\_\_\_

Phone: \_\_\_\_\_ — \_\_\_\_\_ — \_\_\_\_\_

How many quarters could you tutor  Two  Three  More than three

Are you an international student?  Yes  No

Current on-campus employment?  Yes  No If yes, where? \_\_\_\_\_

Are you 18 years or older?  Yes  No

Are you eligible for financial aid funding through the [BC Work Study program](#)?  
 Yes  No  Unsure

*Bellevue College does not discriminate on the basis of race, color, national origin, language, ethnicity, religion, veteran status, sex, sexual orientation, including gender identity or expression, disability, or age in its programs and activities. Please see policy 4150 at [www.bellevuecollege.edu/policies/](http://www.bellevuecollege.edu/policies/). The following people have been designated to handle inquiries regarding non-discrimination policies: Title IX Coordinator, [425-564-2641](tel:425-564-2641), Office C227, and EEOC/504 Compliance Officer, [425-564-2266](tel:425-564-2266), Office R130.*

### For Office Use Only

Application received:	Email Sent: additional documents	Application complete:	Email Sent: receipt confirmation	Scanned/Uploaded to SP:
-----------------------	----------------------------------	-----------------------	----------------------------------	-------------------------



# Academic Success Center

## Faculty Course Recommendation Form

**To be completed by faculty member in the appropriate division/department:** ASC tutors assist with specific BC courses. BC faculty sign-off on potential tutoring courses is required. Faculty can either complete and sign this form digitally, or send a recommendation email to [asc@bellevuecollege.edu](mailto:asc@bellevuecollege.edu).

Tutor [Applicant] Name: \_\_\_\_\_ Date: \_\_\_\_\_

Subject	Course #(s)	Final Grade
<b>Recommendation (to be completed by BC faculty):</b>		
Applicant has a thorough understanding of course content: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Comments (optional): _____		
Faculty Name (print): _____ Digital Signature: _____		

Subject	Course #(s)	Final Grade
<b>Recommendation (to be completed by BC faculty):</b>		
Applicant has a thorough understanding of course content: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Comments (optional): _____		
Faculty Name (print): _____ Digital Signature: _____		

Subject	Course #(s)	Final Grade
<b>Recommendation (to be completed by BC faculty):</b>		
Applicant has a thorough understanding of course content: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Comments (optional): _____		
Faculty Name (print): _____ Digital Signature: _____		

Subject	Course #(s)	Final Grade
<b>Recommendation (to be completed by BC faculty):</b>		
Applicant has a thorough understanding of course content: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Comments (optional): _____		
Faculty Name (print): _____ Digital Signature: _____		

### For Office Use Only

Course recommendation(s) received:	Course(s) added to Tutor Tracker:	Email Sent: receipt confirmation	Scanned / Uploaded to SP:



## Supplemental Screening Questions

Tutor Applicant Name:

**Interested in working in the Writing Lab?**

Tell us about a time you had a challenge with a writing assignment. Be sure to explain the steps you took to overcome the challenge.

**Interested in working in the Math Lab?**

Describe.

**Interested in working in the Business/Economics Study Center?**

Describe.