

Student Tutor Applicant Information

Salary: \$19.96 Hourly

Hours: Students are eligible to work up to 19 hours/week. Most tutors work between 2-10 hours per week.

CENTER DESCRIPTION

The Academic Success Center (ASC) is a community of free learning resources for all Bellevue College (BC) students. The ASC Community includes:

- **ASC Drop-in Tutoring:** Support provided by professional tutors and student tutors for most BC subjects. Students can drop-in at any time during a tutor's scheduled shift to receive help in courses supported by the tutor.
- **Math Lab:** Support provided by Math Department Faculty, professional tutors, and student tutors. Math Lab supports students currently enrolled in select BC Math Department courses. Math Lab tutors can expect to circulate the room, providing tutoring support when students request help.
- **Writing Lab:** Support provided by English Department Faculty, professional tutors, and student tutors. Writing Lab provides support for all curricular (class-based) writing and extracurricular (non-class-based) writing. Writing Lab tutors should expect 30-minute 1:1 tutoring sessions with BC students requesting help in a diversity of writing styles.

POSITION DESCRIPTION

The ASC Community is looking for highly motivated student tutors with comprehensive subject knowledge and effective interpersonal and communication skills. Primary responsibilities involve tutoring Bellevue College students, in-person and online, as well as completing required training. Hours are determined quarterly based on tutor availability, diversity of tutors' subject and course list, the area within the ASC community tutors' work, and the tutoring needs of the ASC.

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 and courses applicant wishes to tutor
- c) Faculty approval for each course/subject area applicant plans to tutor in
- d) Commitment to tutor with the ASC for one academic year (Fall 2024 – Spring 2025)
- e) Ability to take initiative, attend tutor trainings, and complete all Human Resource trainings

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) Ability to tutor on-campus

APPLICATION PROCESS

1. Complete the ASC Student Tutor Application packet that includes:

- ASC Student Tutor Application form
- Faculty Course Recommendation form (Faculty may choose to sign the form, complete the [Microsoft Recommendation form](#), or email course recommendations directly to asc@bellevuecollege.edu)
- Copy of unofficial college transcript(s)
- Supplemental Screening Questions form

2. Email all completed application materials to: asc@bellevuecollege.edu

NOTES

- 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.
- Upon completion of hiring paperwork a two-hour orientation/training is required, dates will be provided.
- FERPA, Title IX, Ethics in Public Service, and Hazing 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).
- 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, or call 425-564-2200

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/. 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 B126.

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 applicant's qualification.



Academic Success Center

ASC Student Tutor Application

Student Name: _____

ctcLink ID # _____ Date: _____

BC email: _____@bellevuecollege.edu

Phone: _____ — _____ — _____

1. Where do you want to tutor? ASC Math Lab Writing/Reading Lab

(Check all that apply.)

Descriptions of each area are listed
on page 1 of the Student Tutor
Applicant Information section.)

2. Are you able to tutor for 1 year or three academic terms? Yes No

If no, please explain: _____

3. Are you able to work on-campus? Yes No

If no, please explain: _____

4. Are you an international student? Yes No

5. Current on-campus employment? Yes No If yes, where? _____

6. Are you 18 years or older? Yes No

7. Are you eligible for financial aid funding through the [BC Work Study program](#)?

Yes No Unsure

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Academic Success Center

Faculty Course Recommendation Form

To be completed by a faculty member in the appropriate BC 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, complete the [Microsoft Recommendation form](#), or email course recommendations directly to asc@bellevuecollege.edu. Applicants are encouraged to apply with as many courses/subjects as they feel comfortable tutoring.

Tutor [Applicant] Name: _____ Date: _____

BC Subject (Example: Biology, Art)	BC Course Number(s) (Example: 098, 151, 162)
Recommendation (to be completed by BC faculty): Applicant has a thorough understanding of the course(s) content? <input type="checkbox"/> Yes <input type="checkbox"/> No Comments (optional) (Example: content mastery, strong interpersonal skills ...etc.): Faculty Name (print): _____ Signature: _____	

BC Subject (Example: Biology, Art)	BC Course Number(s) (Example: 098, 151, 162)
Recommendation (to be completed by BC faculty): Applicant has a thorough understanding of the course(s) content? <input type="checkbox"/> Yes <input type="checkbox"/> No Comments (optional) (Example: content mastery, strong interpersonal skills ...etc.): Faculty Name (print): _____ Signature: _____	

BC Subject (Example: Biology, Art)	BC Course Number(s) (Example: 098, 151, 162)
Recommendation (to be completed by BC faculty): Applicant has a thorough understanding of the course(s) content? <input type="checkbox"/> Yes <input type="checkbox"/> No Comments (optional) (Example: content mastery, strong interpersonal skills ...etc.): Faculty Name (print): _____ Signature: _____	

Are you applying to work in the Math Lab as a Tutor? If yes, please complete the following screening question. If no, leave blank.

1. What do you think makes a successful math tutor or successful math tutoring session?

