B | Academic Success Center

Student Tutor Applicant Information

Salary: $19.96 Hourly
Hours: Students are eligible to work up to 19 hours/week**.** Tutors can expect to be scheduled 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:

- **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.

- **Reading and Writing Labs:** Support provided by English Department Faculty, professional tutors, and student tutors. Reading and Writing Labs provide support for all curricular (class-based) and extracurricular (non-class-based) reading and writing. Reading and Writing Labs tutors should expect 30-minute 1:1 tutoring sessions with visiting students.

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 2025 – Spring 2026)

e) Commit to attending approximately 16 hours of training sessions:
    o One (1) one-hour Tutor Orientation.
    o Two (2) two-hour in-person trainings scheduled for Fridays.
    o 10 hours of remote asynchronous 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) Ability to tutor on-campus

APPLICATION PROCESS

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

   - ASC Student Tutor Application form
   - Faculty Course Approval
   - Supplemental Screening Questions
   - Submission of unofficial transcript

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

NOTES

- Incomplete applications will be returned to applicant.
- Completed applications will remain active for one year after date of receipt.
- Completed applications will be reviewed in response to staffing needs. When positions are available, completed applications will be reviewed for potential tutor candidates.

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.

For questions or further information, email asc@bellevuecollege.edu, or call 425-564-2200

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ASC Student Tutor Application: General Information

Student Name: _____

ctcLink ID # _____ Date: _____

BC email: _____@bellevuecollege.edu

Phone: _____ — _____ —_____

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1. **Where do you want to tutor?** (Check all that apply. Descriptions of each area are listed on page 1 of the Student Tutor Applicant Information section.)

   ☐ASC Drop-in Tutoring   ☐Math Lab   ☐Reading and Writing Labs

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

   If no, please explain: _____

   (**NOTE:** Eligibility to tutor is dependent upon maintaining BC student status. To qualify for student employment, individuals must be registered in at least one credit.)

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

   If no, please explain: _____

   (**NOTE:** Tutors must be available for in-person (on-campus) shifts as part of their schedule. Online (remote) tutoring shifts may be available after required trainings, but the number of remote hours will be limited.)

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

_____

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.

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ASC Student Tutor Application: Faculty Course Approval Process

Applicants are encouraged to apply with as many course/subject(s) they feel comfortable tutoring.

WHO CAN PROVIDE FACULTY COURSE APPROVALS? Course approvals must be completed by a faculty member in the appropriate BC department.

1. **BC Instructor of Your Completed Course**

   - **Example:** If you completed CHEM 161 at BC, ask your CHEM 161 professor for approval.

   - **Important:** For subjects with multiple levels, the ASC only needs approval for the highest-level course you have successfully completed.

2. **What if you cannot contact or connect with your BC instructor?**

   a) Contact the faculty program chair for the subject area of your course(s).

   b) Faculty chairs for ASC specialized labs (e.g., Math Lab, Reading and Writing Labs) may provide approval for their lab subjects.

3. **What if you completed your education at a different educational institution?**

   a) Contact the BC faculty program chair for the subject(s) you are interested in tutoring.

   b) Contact a BC instructor who teaches the same or a similar course to the one you completed at your previous school.

   c) Faculty chairs for ASC specialized labs (e.g., Math Lab, Reading and Writing Labs) may provide approval for their lab subjects.

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HOW DO FACULTY SUBMIT COURSE APPROVALS?

1. Faculty can complete the following Microsoft form, Faculty Course Approval Form for Tutoring.

2. Faculty can email course approvals and comments directly to asc@bellevuecollege.edu.

NOTE: Visit the ASC for a printed course approval form if an instructor requests to physically sign a document.

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SAMPLE EMAIL FOR FACULTY COURSE APPROVAL REQUESTS

Subject: Request for Approval to Tutor [Course Name]

Dear Professor [Last Name],

My name is [Your Full Name], and I am applying for a tutoring position at the Academic Success Center (ASC). I am writing to request a course approval for [Course Name and Code]. I successfully completed your class in [Quarter/Year] with a grade of [Your Grade]. I am confident in my understanding of the material.

Course approvals can be submitted to the ASC by completing the following Microsoft form, Faculty Course Approval Form for Tutoring or by sending an email directly to asc@bellevuecollege.edu.

Thank you for considering my request.

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☐ **I have read the above requirements for the Faculty Course Approval Process.**

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ASC Student Tutor Application: Supplemental Screening Questions

1. Why are you interested in working as a tutor? How do you see this role contributing to both student success and your own growth at Bellevue College?

2. What do you believe makes a tutor or tutoring session successful? How do you approach working with students who are struggling or who believe they 'just aren't good' at a subject?

STOP! Have you completed all required steps to apply for a student tutoring position with the ASC?

☐ Completed page one of ASC Student Tutor Application: General Information?

☐ Sent course approval emails to BC faculty for the subject/course(s) you are interested in tutoring?

☐ Completed page three of ASC Student Tutor Application: Supplemental Screening Questions?

☐ Downloaded a copy of your unofficial transcript?

EMAIL this completed application packet and your unofficial transcript as attachments to asc@bellevuecollege.edu. Course approvals will be added to your application packet as they are received.