## PROFESSIONAL

TUTOR

APPLICATION

Please submit:

* Letter of interest specifying subjects you wish to tutor.
* Resume and transcript(s).
* Signed “Authorization Release” form with name, title and telephone number for two references.

The Tutorial Coordinator will contact selected applicants to schedule an interview.

Orange County Community College does not discriminate against any employee, applicant for employment, student or applicant for admission based on an individual's race, color, national origin, religion, creed, age, disability, sex, gender identification, gender expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, veteran status, domestic violence victim status, criminal conviction or any other category protected by law. The College adheres to all federal and state civil rights laws prohibiting discrimination in public institutions of higher education.

Orange County Community College is an equal opportunity employer of individuals with disabilities and protected veterans. Upon request, the College provides reasonable accommodations to individuals with disabilities.

**JOB DESCRIPTION - *PROFESSIONAL TUTOR***

Supervised by Academic Support Coordinator

|  |  |
| --- | --- |
| Middletown Tutorial Center: Janis Goerres  Location: Library 2nd Floor  Telephone: 341-4520 or 4171  Email: janisgoerres@sunyorange.edu | Newburgh Learning Center  Kaplan Hall 2nd Floor  341-9032 or 9504 |

# EXPECTIONS

* Provide individual and small group tutoring sessions in approved subjects.
* Facilitate learning as a guide and coach to assist the student to become a successful, independent learner.
* Facilitate an increase and enhancement in student mastery of concepts or applications of a specific course of study as presented by the course instructor.
* Integrate effective study and learning strategies to maximize the student’s potential for academic progress.
* Assist coordinator with Peer Tutor training activities and tutee workshops.
* Provide an all-inclusive learning environment for students and peers that fosters a welcoming and supportive atmosphere.
* As a member of the Academic Support team, a Professional Tutor is expected to maintain ongoing communications with the Coordinator of Learning Assistance Services/Academic Support including the issue of referral to other appropriate college resources as needed.

# RESPONSIBILITIES

* Tutor students in specific course material and integrate study and learning strategies to promote independent learning.
* Encourage students to develop a systemic approach to studying that will serve them in many courses.
* Participate in professional development offerings.
* Meet with coordinator and instructors to plan appropriate academic support for students.
* Perform other duties consistent with the position of Professional Tutor.

# POSITION REQUIREMENTS

A Professional Tutor must demonstrate an ability to quickly establish rapport and communicate well with students and instructors. A Professional Tutor must have a conferred Bachelor’s degree from an accredited institution. A Professional Tutor must be approved for hire by both the Coordinator of Learning Assistance Services and the Academic Department Chairperson for the course(s) to be tutored.

# RATE OF PAY

$16.00 an hour

# Professional Tutor Application: Department Chairperson’s Approval

FOR THE APPLICANT

Name:

SSN:

**Last 4 Digits**

Address:

Phone:

Cell:

E-Mail:

Date: \_\_\_\_\_\_\_\_\_\_\_

REQUIREMENT:

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Four-year or

Advanced Degree

FOR THE DEPARTMENT CHAIRPERSON

I am familiar with the above applicant’s resume and believe he/she has the skills necessary to be an effective tutor in the area(s) of:

Course # Course Title

Course # Course Title

Course # Course Title

DEPARTMENT CHAIR DATE

At the Newburgh Campus, please return this form to the Tutorial Center on the second floor of Kaplan Hall.

In Middletown, please return it to Janis Goerres in the Tutorial Center on the second floor of the Library.

Notes: Assigned Password:

EAF Created \_\_\_\_\_\_\_\_\_\_ HR Approved \_\_\_\_\_\_\_\_\_\_\_\_\_\_ TT\_\_\_\_\_\_\_\_\_\_\_\_\_

**ORANGE COUNTY COMMUNITY COLLEGE**

**Human Resources Office**

**115 South Street**

**Middletown, NY 10940**

**845-341-4662**

**AUTHORIZATION TO RELEASE INFORMATION**

**TO\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Name of Company, Supervisor and Telephone No. to be Contacted)**

**As an applicant for a position with Orange County Community College, I have been asked to furnish information for use in reviewing my background and qualifications. In this connection, I hereby authorize the investigation of my past and present work, character, education, military and police records to ascertain any and all information which may be pertinent to my employment qualifications.**

**The release in any manner of any and all information by you is authorized whether such information is of record or not, and I do hereby release all persons, firms, agencies or companies, whomsoever, from any damages resulting from furnishing such information.**

**This authorization shall be valid for three months from the date of my signature below. You may retain this copy of my release for your files. Thank you for your assistance.**

**Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Type or print name below this line.)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**(Type or print name below this line.)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Please check (✓) the boxes for the times that you are available to tutor. SEMESTER\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| TIME | **MONDAY** | **TUESDAY** | **WEDNESDAY** | **THURSDAY** | **FRIDAY** |
| **8:00** |  |  |  |  |  |
| **9:00** |  |  |  |  |  |
| **10:00** |  |  |  |  |  |
| **11:00** |  |  |  |  |  |
| **12:00** |  |  |  |  |  |
| **1:00** |  |  |  |  |  |
| **2:00** |  |  |  |  |  |
| **3:00** |  |  |  |  |  |
| **4:00** |  |  |  |  |  |
| **5:00** |  |  |  |  |  |
| **6:00** |  |  |  |  |  |

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (c) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_