



GLENDALE COMMUNITY COLLEGE

Tutor Application

Center for Learning – STEM Connect – The Math Solution – GCC North

Name (Last, First, M.I.)				Student ID 3 _ _ _ _ _				Employee ID					
Address						City/State				Zip			
Phone				Email									
Are you currently a GCC student? Yes No						What Tutor Position are you applying for?							
If so, how many credits are you taking? _____						____ Center for Learning							
If so, do you currently/expect to receive Financial Aid? Yes No						____ STEM Connect in HT 2 (Science/Technology/Engineering)							
Expected Graduation/Transfer Date? _____						____ The Math Solution							
						____ GCC North							
Major				Cumulative GPA				Other GCC/MCCCD Job? Yes No		If so, how many hours per week?			
Education (list all educational background)													
Institution				Attended from/to				Degree Earned or Completed Credit Hours					
Circle all hours you are available to tutor :													
MON	7-8	8-9	9-10	10-11	11-12	12-1	1-2	2-3	3-4	4-5	5-6	6-7	7-8
TUES	7-8	8-9	9-10	10-11	11-12	12-1	1-2	2-3	3-4	4-5	5-6	6-7	7-8
WED	7-8	8-9	9-10	10-11	11-12	12-1	1-2	2-3	3-4	4-5	5-6	6-7	7-8
THUR	7-8	8-9	9-10	10-11	11-12	12-1	1-2	2-3	3-4	4-5	5-6	6-7	7-8
FRI	7-8	8-9	9-10	10-11	11-12	12-1	1-2	2-3	3-4				
SAT			9-10	10-11	11-12	12-1							



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Please list the subjects and your qualification to be a tutor and attach a copy of your unofficial transcripts.		
Subject/Course	Experience	Department Chair Signature

Employment Record (List most recent first)		
Employer Name & Address	Month/Year	Describe work performed / skills acquired
	From To	
	From To	
	From To	
Employer References		
Company/Organization	Reference Name/Relationship	Phone number

I understand all tutors must participate in Tutor Training workshops throughout the semester.

Signature _____ Date _____

Submit application for tutoring to the appropriate location below.

Center for Learning	STEM Connect in High Tech 2	The Math Solution	GCC North
Attention Julie Setzer	Attention Dana Jiang	Attention Kevin Fitzgerald	Attention Crystal Cordova
Office Coordinator	Student Services Technician	Math Solution Faculty	Administrative Secretary
GCC CL38 623-845.3811	GCC CL38 623-845.3811	GCC MA194 623.845.3853	GCC North D110 623.888.7190



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Please answer the following questions in the space provided or attach a sheet of paper with your responses.

1. Why are you interested in being a Tutor? Why would you be an asset to the program?
2. How does being a Tutor fit into your goals?
3. Describe your study skills and techniques you have used in order to succeed in your studies (i.e. how you organized your notes, prepared for exams, etc.).
4. What experience do you have tutoring other individuals? How did this experience benefit you? What would you change to make the experience more meaningful?
5. What is your understanding of how tutoring works at GCC?



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Tutor Responsibilities:

Tutors work with students on a drop-in, one-to-one basis or in a scheduled, small group setting. The purpose of tutoring is to reinforce learning, supplement instruction and enhance academic achievement.

Tutors must be reliable and responsible about keeping schedules, recording/signing in/out of Time and Labor, and informing the supervisors of needed changes in the schedule.

Tutors may work 1-19 hours per week as scheduled by their supervisors at rates as identified by MCCCDC hourly rates. Tutors must attend all scheduled Tutor Training Workshops throughout the semester.

Qualifications:

The Math Solution

Tutors must have completed at least College Algebra (MAT150/151) with a **3.0** or better verified by transcript in order to tutor in The Math Solution or MAT 108 programs. However, Calculus experience is preferred for tutors desiring to work in the Math Solution Tutoring Center.

Center for Learning and all other tutoring throughout GCC

Tutors must have completed the class for which they desire to tutor with a **4.0** in the subject verified by transcript. Respective faculty member may use discretion. Demonstrated knowledge of course content for subjects tutored verified by respective department.

All Tutors will:

- Maintain 3.0 Cumulative GPA while serving as tutor
- Demonstrate good verbal and written communication skills
- Fulfill a work schedule with no more than three absences per semester
- Use computer to log in/out T & L and maintain TutorTrac recordkeeping
- Establish and maintain cooperative working relationships
- Work with students at varying levels
- Maintain confidentiality about student and employee information
- Provide excellent customer service skills
- Demonstrate proactive learner and learning facilitation
- Attend required training
- Follow department guidelines, practices, and standards
- Abide by GCC and District policies

Evaluations:

Tutor supervisors may conduct an evaluation of all tutors during the semester. The evaluations may include observations of actual tutoring sessions, personal conferences with each tutor, and survey feedback from tutees.

Supervisors:

Center for Learning
Attention Julie Setzer
Office Coordinator
GCC CL38 623-845.3811

The Math Solution
Attention Kevin Fitzgerald
Math Solution Faculty
GCC MA194 623.845.3853

GCC North
Attention Crystal Cordova
Administrative Secretary
GCC North D110 623.888.7190



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Disclaimer

Maricopa County Community Colleges District does not discriminate in hiring in the terms or conditions employment on the basis of race, color, religion, sex, national origin, Vietnam-era veteran, disability status or sexual orientation. Federal law prohibits discrimination on the basis of age against persons 40 and older. No question on this application is intended to secure information in hiring which can be used for such discrimination.

Application Acknowledgment

I hereby authorize Maricopa Community College District to investigate my background, references, employment record and other matters related to my suitability for employment. This may include a criminal record background check and a check on my driving record. I also authorize my former employers or any third party to disclose to MCCCCD all reports and other information related to my suitability for employment, personal or otherwise, without giving the prior notice of such disclosure. I hereby release MCCCCD, former employers, and all references listed above from any and all claims, demands or liabilities arising out of or related to such investigation or disclosure.

- ◇ I understand employment into short-term or temporary positions may be terminated without cause and at any time.
- ◇ I understand false location or omission of facts is sufficient cause for dismissal if an applicant is hired, regardless of the data and discovery.
- ◇ My signature below asserts that all information given in this application is true, and the knowledge is my understanding and agreement with all material and conditions as stated.

Applicant Signature

Date

This application may be submitted in person or FAXED. The address and FAX number are at located at the bottom of this page. All positions utilizing this application are considered temporary in nature.