March 10, 2008

Dear Student,

Thank you for your interest in the tutor positions at The College of St. Scholastica. This year we are combining forces with the Center for Academic Success and the Student Support Services. This way we are more able to serve and support you!

All interested candidates will need to complete the application that is attached with this document. Please note that there are two job descriptions—one for the Tutor Center through the Center for Academic Success and another through Students Support Services. While both positions are similar, there are some differences. We ask that you read each Position Description carefully.

On the application form there is a place to indicate which position you prefer. If you do not have a preference, indicate which types of tutoring that interests you. Please note the other requirements to follow for the application process:

- One page typed page which answers the questions on the application
- Two reference forms completed by faculty only, preferably in the school/department you wish to tutor
- Unofficial transcript from The Registrar’s Office

Applications are due April 4, 2008 to Tower 2150 or to smike@css.edu. Interviews will be schedule the week of April 7th.

If you have any questions, please don’t hesitate to contact either one of us. We look forward to meeting with you!

Sincerely,

Shar Mike
Tutor Coordinator
Student Support Services
723-6594 smike@css.edu

Melissa Watschke
Tutor Coordinator
Center for Academic Success
723-6747 mwatschk@css.edu
Position Description
Tutor for the Center for Academic Success

Purpose: To tutor individuals seeking support and/or enhancement in specific subjects/courses.

Overview of Center for Academic Success: In accordance with The College’s strategic goal to “address the needs of traditional and non-traditional learners,” the Center for Academic Success will engage students in successful learning strategies and practices that will support their academic goals.

Overview of Tutor Position:
To engage CSS students in learning strategies and practices that will enhance and support their academic goals, specifically through
• Individual and small group learning environments
• Practice and development of skills in specific course content
• New and creative learning strategies

Wage: $7.45/hour

Time Commitment: Two to ten hours weekly
Online tutor training via WebCT to be completed by September 2, 2008
One meeting to be scheduled prior to the end of the semester

Responsibilities:
Create a welcoming environment for students
Develop individual and/or small group study sessions
Assist students in articulating their academic needs
Implement a student needs assessment
Identify individual learning styles adjust tutoring styles accordingly
Utilize resources to enhance learning and skill development
Assist with skill development and concept learning in specific content areas
Refer students to specific campus departments as needed
Model successful student strategies including time management and organization skills
Attend two tutor meetings each semester
Respond to other management tasks, duties as assigned throughout the year

Qualifications:
Mastery of content area
Excellent communication and interpersonal skills
Excellent organization skills
Ability to work with a diversity of students and student needs
Ability to self-motivate and initiate
Creative thinking skills
Desire to assist students with skills and self-development
Competence with computers and technology

Application Requirements:
Successful completion of content area(s) (B+ or higher)
Two (2) letters of support from faculty only

Applications are due by April 4, 2008 Interviews will be scheduled the week of April 7. Notification will occur by Wednesday April 23, 2007. For more information or questions, please contact Melissa Watschke at mwatschk@css.edu or 218.723.6747.
Tutor Job Description
Student Support Services

The primary purpose of the Tutor is to assist students accepted into SSS by providing tutoring on a regular basis. During the academic year tutors work anywhere from three to ten hours per week.

Duties and Responsibilities:
• Meet regularly with the assigned student on a one-to-one basis to give assistance in a specific course.
• Keep regular and accurate records of tutoring sessions using the appropriate SSS forms.
• Attend SSS tutor training. Tutors hired at the beginning of the academic year will be trained as a group. Tutors hired during the academic year will be trained individually.
• Attend Tutor Program meetings. These meetings are held during the academic year.
• Correspond with Tutor Coordinator on an on-going basis regarding student progress.

Qualifications:
• Completion of the particular course in which tutoring is to be done with an “A” or strong “B” and/or recommendation from faculty.
• Good interpersonal communication skills, ease in relating to people from various educational and social backgrounds.
• High level of responsibility and punctuality.
• Current enrollment as a CSS student.

Supervisors
• Primary Supervisor: Shar Mike, Tutor Program Coordinator/SSS Counselor
• Secondary Supervisor: Dory Pohl, SSS Director

Compensation
• $7.45 per hour ($0.10 raise for returning tutors)
PLEASE CHECK ALL THAT APPLY

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**DIRECTIONS FOR APPLICATION**

1. Attach an unofficial transcript to your application (you can pick this up at the Registrar’s Office)
2. Two references from FACULTY ONLY. *Preferably in the subject in which you are tutoring.* Please have your references complete the reference form that is attached with this recommendation.

Applications are due Friday April 4 by 6 p.m. via email to Shar Mike *smike@css.edu* or turned in personally to Tower 2150 and sign up for an interview for the week of April 7.

I verify that the above information is correct and hereby authorize CSS to contact my reference, verify financial need through the Financial Aid office, and verify transcript information through the Registrar’s Office.

Signature __________________________  Date __________________________
Faculty Reference for Tutor at the College of St. Scholastica

__________________________________________ (name of tutor) is applying for a tutor position with The College of St. Scholastica. Please complete the following questions regarding the applicant’s ability to teach and communicate with other students.

I _________________________ would like to retain my rights to see this reference.

1. In what capacity do you know the applicant?

2. Do you feel competent that the applicant will be able to work with another student who is having difficulty understanding a particular subject matter. Have they exhibited this in any of your classes?

3. What characteristics do you think the applicant possesses that will help them in being an effective tutor?

4. Is there anything else you would like to say about the applicant?
Faculty Reference for Tutor at the College of St. Scholastica

______________________________ (name of tutor) is applying for a tutor position with The College of St. Scholastica. Please complete the following questions regarding the applicant’s ability to teach and communicate with other students.

I _________________________ would like to retain my rights to see this reference.

1. In what capacity do you know the applicant?

2. Do you feel competent that the applicant will be able to work with another student who is having difficulty understanding a particular subject matter. Have they exhibited this in any of your classes?

3. What characteristics do you think the applicant possesses that will help them in being an effective tutor?

4. Is there anything else you would like to say about the applicant?

Faculty Signature  ___________________________________  Date _____________
Faculty Name  _____________________________________  Date  ______________