



COLORADO STATE UNIVERSITY – PUEBLO
STUDENT SUPPORT SERVICES
TUTOR APPLICATION

NAME: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

ADDRESS: \_\_\_\_\_
\_\_\_\_\_

PID #: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

CLASS STATUS: Freshman Sophomore Junior Senior Degree+ Grad. Student
HRS. COMPLETED: \_\_\_\_\_ GPA: \_\_\_\_\_

MAJOR: \_\_\_\_\_ MINOR: \_\_\_\_\_

PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_ EMAIL: \_\_\_\_\_

☺ Indicate an instructor or former employer who you feel would recommend you for this position.

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

WHY DO YOU WISH TO BE A TUTOR? \_\_\_\_\_
\_\_\_\_\_

DO YOU HAVE ANY TUTORING EXPERIENCE? [ ] YES [ ] NO

IF SO, WHEN AND WHERE? \_\_\_\_\_
\_\_\_\_\_

WHAT SUBJECT AREAS CAN YOU TUTOR: \_\_\_\_\_
\_\_\_\_\_

HOW MANY HOURS CAN YOU TUTOR PER WEEK? \_\_\_\_\_

☺ IF YOU ARE AN INTERNATIONAL STUDENT, DO YOU HAVE A SOCIAL SECURITY CARD AND A I-20 FORM? [ ] YES [ ] NO

☺ PLEASE INCLUDE A COPY OF YOUR UNOFFICIAL TRANSCRIPT UPON RETURNING APPLICATION.

☺ I HEREBY ATTEST THAT ALL THE INFORMATION STATED IN THE APPLICATION TO BE TRUTHFUL AND ACCURATE.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

COMMENTS: \_\_\_\_\_
\_\_\_\_\_

## Employee Confidentiality Statement

As an employee of the Student Support Services (SSS) Project, I understand that I may have access to confidential information such as grades, student records, test results, and student progress in class. I am aware that I may receive verbal or written communication with my supervisor, course instructor, or other students concerning course grades, which should be kept confidential. I also understand that employment with the SSS Project means I must accept responsibility to preserve the confidentiality of this information and that failure to adhere to these guidelines may result in the termination of my employment.

I have read the above employee confidentiality statement and understand and accept the responsibility to preserve the confidentiality of privileged information.

Employee Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Employer Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_



### FOR OFFICE USE ONLY

- HIRED STARTING WAGE: \$ \_\_\_\_\_ STARTING DATE: \_\_\_/\_\_\_/\_\_\_  
 NOT HIRED \_\_\_\_\_  
 PENDING

WILL ATTEND TRAINING:  YES  NO

TOTAL TRAINING HRS. \_\_\_\_\_ SEMESTER: \_\_\_\_\_  
TOTAL TRAINING HRS. \_\_\_\_\_ SEMESTER: \_\_\_\_\_

WAGE INCREASE: SEMESTER: \_\_\_\_\_ WAGE: \$ \_\_\_\_\_  
SEMESTER: \_\_\_\_\_ WAGE: \$ \_\_\_\_\_  
SEMESTER: \_\_\_\_\_ WAGE: \$ \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**COLORADO STATE UNIVERSITY – PUEBLO  
STUDENT SUPPORT SERVICES  
TUTOR EMPLOYMENT CONTRACT**

- \_\_\_\_\_ 1.) Your employment with the Student Support Services project is on a probationary basis for the first semester. The Instructor/Tutor Coordinator will meet with you at the end of the first semester to discuss further employment.
- \_\_\_\_\_ 2.) You must attend Tutor Training provided throughout the semester.
- \_\_\_\_\_ 3.) You are required to tutor each participant a minimum of two hours per week. If appointments are canceled, please try to reschedule.
- \_\_\_\_\_ 4.) You are required to be at the agreed meeting place and be punctual. When unable to meet the student, you must notify your tutee or the Student Support Services program as soon as possible.
- \_\_\_\_\_ 5.) If the tutee is absent for two sessions without contacting his/her tutor, the SSS office, or if the tutee continues to miss tutoring sessions, it is the responsibility of the tutor to notify the Instructor/Tutor Coordinator or a Student Support Services staff member and report the absences.
- \_\_\_\_\_ 6.) You are required to write a brief explanation on the Tutor Journal Record after each tutoring session. Attendance and academic progress are essential for tracking each tutee's academic success.
- \_\_\_\_\_ 7.) You are required to contact each tutee's professor for the class you are providing tutoring.
- \_\_\_\_\_ 8.) You are an academic role model. You are expected to maintain a high quality of interaction with the program participant's you are tutoring. You need to reflect a positive attitude and the patience that each participant needs.
- \_\_\_\_\_ 9.) Should you observe chronic personal issues that you believe will impede academic progress; you are obligated to report these circumstances to the program's professional staff immediately.
- \_\_\_\_\_ 10.) You are expected to maintain an overall cumulative GPA of 3.0 or above, and/or a "B" grade or above for the subject area you are tutoring.
- \_\_\_\_\_ 11.) You are expected to maintain the highest academic ethical standards. Writing term papers, doing homework for students, etc. is expressly prohibited.
- \_\_\_\_\_ 12.) The Instructor/Tutor Coordinator determines the hours for each tutoring session.

- \_\_\_\_ 13.) Tutors should check their mailboxes throughout the week to check for mail or messages. If you are unable to check your mailbox, please call the SSS office staff (549-2111) and ask a staff member to check your box.
- \_\_\_\_ 14.) Timesheets are due the last working day of the month (**NO EXCEPTIONS**). Please make sure your timesheet is signed and the hours on the timesheet match your Tutor Attendance Record form.
- \_\_\_\_ 15.) Tutors must maintain confidentiality at all times.
- \_\_\_\_ 16.) Do not date your tutees.
- \_\_\_\_ 17.) Tutors are paid an hour's wage for an hours work.
- \_\_\_\_ 18.) You must carefully monitor and report only the times you are working. The Instructor/Tutor Coordinator will monitor work time.
- \_\_\_\_ 19.) It is mandatory to attend all tutor meetings and training programs.
- \_\_\_\_ 20.) Your supervisor will evaluate you at the end of each semester. Each tutor will be evaluated on quality/quantity of work, attitude, comprehension, reliability, dependability, initiative, and professionalism.

**\*\*\*** Failure to comply with any of the above requirements may result in your termination of employment at Student Support Services.

MY SIGNATURE BELOW INDICATES THAT I UNDERSTAND AND AGREE TO THE TERMS OF EMPLOYMENT ABOVE.

Print Name: \_\_\_\_\_

Tutor's Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Tutor Coordinator: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

