



SSS Tutor Position Description

Student Support Services TRiO—Division of Student Affairs
North Dakota State University

Student Support Services (SSS) provides academic support to first-generation, income eligible, and students with disabilities. The SSS tutor program provides students with academic assistance and skill development necessary to achieve academic success through appointment-based, one-on-one tutoring.

General Qualifications:

- Exceptional knowledge of course content and ability to communicate subject material.
- Superb interpersonal communication skills and a desire to help fellow students.
- Ability to demonstrate patience and compassion in their tutoring.

Undergraduate Qualifications:

- Must have completed a minimum of one semester at NDSU.
- A minimum cumulative GPA of 3.0 and have received an A or B in the course they wish to tutor.
- Courses taken at NDSU are preferred.

Graduate Qualifications:

- Must be currently enrolled in an NDSU program.
- Copy of undergraduate transcript showing successful degree completion, courses taken, and grades received.
- Prior tutoring experience a plus, but not required.

Expectations of the tutor include:

- Attendance at all monthly staff meetings and workshops.
- A one academic year commitment.
- A minimum of 10 hours/week availability.
- Participation in an annual performance review and an exit interview.
- Completion of Tutor Certification.
- Assist with other projects as requested or assigned by Project Coordinator.

Compensation:

A minimum of 10 hours/week availability is required, with the understanding that 10 hours/week are not guaranteed. SSS tutors get compensated for actual hours tutored, tutor meetings, and tutor workshops. The pay scale is dependent on number of credits earned.

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|------------------------------------|---------------------------|
| • Freshmen (0-26 credits) \$9.55 | • Bachelor Degree \$10.82 |
| • Sophomore (27-59 credits) \$9.84 | • Master's Degree \$12.10 |
| • Junior (60-89 credits) \$10.14 | • Ph.D Degree \$13.37 |
| • Senior (90+ credits) \$10.45 | |

Submit completed application, faculty/advisor recommendation and current unofficial transcript or a copy of your undergraduate transcript showing degree completion to:

TRiO Office, Ceres 335
Student Support Services

Questions? Contact Tiffany Dayton, SSS Project Coordinator at tiffany.dayton@ndsu.edu.

North Dakota State University does not discriminate on the basis of race, color, national origin, religion, sex, disability, age, Vietnam Era Veteran status, sexual orientation, marital status, or public assistance. Direct inquiries to the Vice President for Equity, Diversity and Global Outreach, 205 Old Main, (701)231-7708



SSS Tutor Application

Student Support Services TRiO—Division of Student Affairs
North Dakota State University

Name: _____ Student ID: W _____

Local Address: _____

NDSU Email: _____ Local Phone: _____ Cell: _____

Academic Major/ Grad Program: _____ Academic Minor: _____

Current GPA (cumulative): _____ Anticipated Graduation Date: _____

***NOTE: Tutors must have a minimum 3.0 cumulative GPA**

What is your status at NDSU? ☐ Undergraduate Student ☐ Graduate Student

Are you eligible for work study? ☐ Yes ☐ No ☐ Unsure

Please write legibly in the space provided, if more space is needed please attach a separate piece of paper:

1. List any previous experience you have in tutoring, customer service, working with peers, teaching, etc.

2. List any other experiences/qualifications you have that you believe will be valuable in this position.

3. List courses or subjects you are interested in tutoring.

Return completed application to TRiO, Ceres 335 or by email to tiffany.dayton@ndsu.edu

I hereby permit TRiO to verify my cumulative grade point average and to access any other academic records. I understand that any evidence of falsification or misrepresentation of information will be considered cause for disqualification for employment with TRiO and the SSS project.

Signature: _____ Date: _____

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