SSS Tutor Position Description

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.

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 $9.00/hr.

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 Ray Smith, Science & Math Instructor 231-7313 or raymond.e.smith@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: ____________________

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

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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**Faculty Recommendation Form**

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

**Student Support Services** serves 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. This position requires not only knowledge of course content but also superb interpersonal communication skills. SSS tutors work one-on-one with SSS participants and need to demonstrate patience and compassion in their tutoring.

Applicant’s Name (please print): ___________________________ Student ID: ___________________________ Date: _____________

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Recommender: the person named above is applying to be an SSS Tutor for the 2011-2012 academic year. We would appreciate your candid evaluation of this applicant’s potential to be a successful part of the SSS Program. Feel free to attach an additional page with comments or concerns regarding the skills rated below.

Faculty Name: ________________________________________________________ Date: _________________________
Position/Title: ______________________________________ Department: __________________________
How long have you known the applicant? ________________________________________________________________
In what capacity have you known the applicant? _______________________________________________________

**Please rate the applicant on the following skills in comparison to other students you work with regularly:**

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<th>Top 10%</th>
<th>Next 15%</th>
<th>Middle 50%</th>
<th>Next 15%</th>
<th>Bottom 10%</th>
<th>No Evidence</th>
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<tr>
<td>Knowledge of course material</td>
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<td>Ability to articulate ideas and explain concepts clearly and concisely</td>
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<td>Demonstrates a sense of responsibility in regards to punctuality and dependability</td>
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<td>Demonstrates maturity and self-awareness in interactions with others</td>
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How would you rate this applicant’s overall ability to successfully serve in the SSS Tutor position?

_____ Exceptional  _____ Very Good  _____ Good  _____ Average  _____ Below Average

Do you have any concerns regarding this applicant’s ability to serve as a tutor? _____ Yes _____ No

(If yes, please explain): ___________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________

Additional Comments: __________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________

Signature: ___________________________________________ Date: __________________________

Thank you for taking the time to complete this form. Please return by CAMPUS MAIL to:

Ray Smith, TRiO, Ceres 335.

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