



STUDENT LEARNING CENTERS

www.nau.edu/slc

North SLC
NAU Box 6035
University Union Rm. 254
Phone: (928) 523-5524
FAX: (928) 523-9466 (ATTN: SLC)

South SLC
NAU Box 6035
Learning Resource Center
Phone: (928) 523-7391
FAX: (928) 523-9466 (ATTN: SLC)

Tutor Application Information

TUTOR QUALIFICATIONS

1. Currently enrolled at NAU.
2. Work-study or student-wage eligible.
3. Maintain an overall 3.0 GPA AND 3.0 or better in courses which you will tutor.
4. Willing to work a minimum of 8 hours per week.
5. Submit all required application information. (See attached application form.)
6. Demonstrate appropriate study habits and communication skills.
7. Demonstrate sensitivity and empathy toward student concerns.
8. Willingness to complete required training.
9. Sophomore, Junior or Senior standing required.

TUTOR RESPONSIBILITIES

1. Provide individual and/or group assistance to students in assigned subject areas.
2. Assist students with development of study skills necessary for course.
3. Submit weekly written progress notes for Master Schedule students.
4. Assist full-time staff with related projects and assignments as needed.
5. Communicate with professors in content areas to stay current on subject material.
6. Create supplemental study materials and practice exams as needed.
6. Attend informational/training meetings as scheduled and/or required.
7. Maintain accurate records of work hours and submit payroll documents on time.
8. Support the SLC mission of fostering independent learning
9. Adhere to SLC policies.

TUTOR TRAITS

1. Committed to training and development.
2. Dedicated to growth and professionalism as a tutor.
3. Responsible and reliable.
4. Acceptance of evaluation and feedback by students and supervisors.
5. Committed to making the learning success of your students the central concern of your relationships with them.
6. Interest in understanding student concerns.
7. Ability to establish a supportive, not dependent, relationship.

REQUIRED TUTOR TRAINING

Level 1 (Regular Tutor) Training is **REQUIRED** for all new tutors during the first semester hired. Tutor Certification is available upon completion of training. Level 2 (Advanced Tutor) and Level 3 (Master Tutor) Training is optional for returning tutors. Additional **REQUIRED** meetings may be held during the semester. These may be related to study skill and/or subject specific concerns.



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Date: _____

Name: _____
(Last) (First) (MI) (Student I.D.)

Local Phone: _____ Permanent Phone: (____) _____

E-Mail Address: _____

Local Address: _____

Major: _____ Minor: _____

Cumulative GPA: _____ Current Semester GPA: _____

Class Status: Graduate Senior Junior Other: _____

Anticipated Graduation Date: _____

Do we have permission to copy your NAU transcript? Yes No

NOTE: If you are a TRANSFER STUDENT, a student copy of transfer transcripts must be submitted to review application. (This information is required prior to consideration for hiring.)

Indicate all classes or area(s) you wish to tutor. (Ex. MAT 136-238; ENG 101-102).

- | | |
|--|--|
| <input type="checkbox"/> Math/Stat _____ | <input type="checkbox"/> Chemistry _____ |
| <input type="checkbox"/> Physics/Astro _____ | <input type="checkbox"/> Biology _____ |
| <input type="checkbox"/> Accounting _____ | <input type="checkbox"/> Engineering _____ |
| <input type="checkbox"/> Composition _____ | <input type="checkbox"/> Language _____ |
| <input type="checkbox"/> Env. Science _____ | <input type="checkbox"/> Geography _____ |
| <input type="checkbox"/> Geology _____ | <input type="checkbox"/> History _____ |
| <input type="checkbox"/> Anthropology _____ | <input type="checkbox"/> CIS/CSE _____ |
| <input type="checkbox"/> Philosophy _____ | <input type="checkbox"/> Psych/Soc _____ |
| <input type="checkbox"/> Other: _____ | |

Eligible for Federal Work Study? Yes No

Approximate number of hours you would like to work weekly: _____

Semester Applying For: F Sp SS Year _____

Previous Employment Experience:

<i>Employer</i>		Supervisor		Phone	
Job Title		Start/End Dates		Email	
<i>Responsibilities</i>					
<i>Employer</i>		Supervisor		Phone	
Job Title		Start/End Dates		Email	
<i>Responsibilities</i>					
<i>Employer</i>		Supervisor		Phone	
Job Title		Start/End Dates		Email	
<i>Responsibilities</i>					

REQUIRED: (Application not complete without the following)

- On a **separate sheet of paper**, please describe your interest in tutoring as well as any prior tutoring experience.
- Tutoring hours are M-Th 10a-8p and Fr 10a-2p. Please attach your schedule indicating times you are NOT available (ie. class times, other obligations) as well as times you ARE available. Include more than the maximum number of hours you wish to work so that we can best fit hours to the schedule.
- Submit a letter of recommendation from an instructor in the area you are interested in tutoring, preferably from an NAU faculty member. Please either include in application packet or have instructor email the recommendation to Andrea.Graves@nau.edu. Please visit www.nau.edu/student-learning-centers for more information.

Signature: _____ Date: _____

FOR STAFF USE ONLY

Essay <input type="checkbox"/>	Recommendation <input type="checkbox"/>	Schedule <input type="checkbox"/>	Transcript <input type="checkbox"/>	RECEIVED:
Interview (date/time):				
Hire? YES NO		Notified (date/by)		