LEARNING RESOURCES CENTER (LRC)  
University of Colorado Denver  
Student Commons Building AB1 2105 ◊ 303-315-3531 ◊ tutorialservices@ucdenver.edu ◊ www.ucdenver.edu/lrc

TUTOR POSITION
The Learning Resources Center is searching for qualified CU Denver, CU Boulder, CU Anschutz, or MSU Denver students for the position of Tutors with the center’s Tutorial Services. The center is currently hiring tutors for the following fields: Accounting, Biology, Business, Chemistry, Chinese, Communications, Computer Science, Economics, Engineering (i.e. CVEN, ELEC, MECH) English/ESOL, Finance, French, German, Math, Decision Sciences, Physics, Psychology, Sociology, Spanish, and others.

JOB DESCRIPTION
The Tutorial Services within the center provides academic support and mentoring to CU Denver students. Tutors assist students with study strategies, organization of materials, critical thinking skills, and course-content comprehension. Tutors facilitate the students’ learning progress by critically discussing the course material and promoting an interactive and collaborative learning experience.

ELIGIBILITY CRITERIA
• Must be a current CU Denver, CU Boulder, CU Anschutz, or MSU Denver* degree-seeking student, enrolled in academic courses during all times of employment.  
  *MSU Denver applicants can only apply to tutor physics and must have taken physics courses through CU Denver or MSU Denver
• Undergraduate (must have at least 30 credit hours completed) or graduate student and have a declared major.  
• Must have a minimum overall academic GPA of 3.0 and a minimum 3.5 GPA in the discipline area(s) interested in tutoring.  
• Be recommended by two (2) CU Denver professors/instructors teaching in the discipline area you are wishing to tutor (reference forms are included in this application packet) OR be recommended by one (1) CU Denver professor/instructor and by one (1) previous/current tutoring supervisor/certified tutor trainer.  
  o If you include a recommendation letter from a previous/current tutoring supervisor/tutor trainer, note that this must be from a post-secondary institution.  
• Must be available the first Friday of every month from 1:00 pm to 2:30 pm for paid Tutor Interchanges/trainings.  
• Excellent communication and interpersonal skills.  
• Commit to work at the center for at least two semesters.  
• Must be responsible and committed to students’ learning process.

NOTE: In addition to the above criteria, all applicants must be available to attend an interview and the all day training to be considered for the position. Interviews usually happen within 2 weeks prior to the start of a term. The required all day new tutor training usually occurs the Tuesday or Wednesday prior to the start of the term. Applicants must also be available on the first Friday of the term from 8:30 am - 2:30 pm for two other trainings.

STARTING PAY RATE
• $13.00+ per hour

PRIORITY DEADLINES:
✦ 1st week of November 2018 ✦ 2nd week of December 2018

CERTIFICATION BENEFITS
The center’s Tutorial Services is internationally certified by CRLA. The certification sets international professional standards for tutoring services, specialized skills, trainings, and the evaluation of tutors to ensure successful facilitation of the students’ learning process. It is an opportunity to gain transferable professional skills and is an excellent resume builder. See page 3 for more information.

APPLICATION PROCESS
• Submit all required documents listed in the Tutor Application packet. Packet is available at the center’s main office located in the Student Commons Building AB1 2105 or online at www.ucdenver.edu/lrc.
• Pass the background check. CU Denver requires that all employees must consent to a background check as a condition of employment.  
• Completed applications will be reviewed and selected applicants will be invited for an interview.  
  The center will not contact individuals who have not completed the required documentation, or who do not meet the eligibility criteria.
Learning Resources Center-CU Denver
Tutor Position Information

In our effort to provide applicants with further understanding of what is expected of a tutor working for the center, we’ve listed below additional information pertaining to the tutorial position. We strongly encourage you to speak to our staff if you have any questions or concerns regarding the information listed.

I. Responsibility & Duties
In addition to conducting tutorial sessions, all tutors are required to comply with the center’s policies and procedures in furnishing documentations of matters pertaining to their sessions and students in a timely manner. Repeated failure to comply with the center’s policies and procedures will result in a poor evaluation and/or the cessation of employment. For monitoring, tracking, and reporting purposes, these documentations include, but are not limited to, the following:
1. Timesheets---sign and submit all timesheets by the due dates for payroll processing.
2. If serving TRiO participants---tutors must complete the TRiO Contact form following each scheduled tutoring session.
3. Contact students to arrange “make-up” sessions for missed meetings.
4. Submit pertinent forms to request for any changes to scheduled sessions.
5. Must notify the center and students in advance of absences.

II. Pay Rate & Others
Tutors will be paid for the hours worked, Administrative Time, Interchange meetings, and multiple student sessions.
1. Starting pay rate for paid tutors is $13.00+ per hour
   a. The center can not guarantee the number of hours a tutor may work---work hours are based on student demands and the tutor’s availability.
   b. Pay is based on the number of hours the tutor conducts the sessions.
2. Administrative Time
   a. Due to the amount of paperwork required of all tutors, the center will set aside administrative hours for tutors to complete the paperwork and/or contact his/her students.
   b. For a ratio of every ten 10 hours of scheduled tutoring conducted, the tutor will receive one (1) hour of Administrative Time.
3. Multiple student sessions
   a. Tutors will be paid an additional ¼ hour for each scheduled tutoring session with two or more students in attendance.
4. Should a student no show to the scheduled session, the tutor will be paid ¼ hour for the first two no shows.
5. Tutors will receive pay (at the hourly rate) for attending the required trainings and meetings.
6. Tutors will receive pay (at a ratio of every six forms received) for completing the TRiO Contact Forms.
7. Pay is on a bi-weekly basis and paychecks will be directly-deposited into the tutor’s bank account.

III. Work Hours
All tutors must be available a minimum of 10 hours per week for tutoring plus 2 hours available for training. Tutors provide the center with hours she/he wishes to have available for tutoring.
- Work hours are based on student demands and the tutor’s availability
- Hours available for tutoring are M-R 9:00 am- 7:00 pm and F 9:00 am – 1:00 pm.
IV. Course
Tutors provide the center with specific courses he/she wants to tutor. The courses must meet the following conditions:

1. Tutors must have taken the course already (from a higher education institution) and with a grade of a B. (Minimum 3.5 GPA in the discipline area(s) interested in tutoring)
2. Tutors cannot tutor for the section of a course that she/he is currently enrolled in or a TA for.

V. Performance Evaluation
The center will evaluate the work performance of all tutors. Continuation of employment of tutors at the center is contingent upon the satisfactory results of evaluations prepared by the students and the Associate Director. Unsatisfactory performances may result in probation or termination of employment. The following areas, but is not limited to, will be considered in the evaluation:

1. Evaluations of tutors prepared by students
2. Observation of tutorial session
3. Written evaluation prepared by the Associate Director.
4. Tutor's academic progress

VI. CERTIFICATION BENEFITS
The center’s Tutorial Services is internationally certified by CRLA. Tutors working at the center will receive extensive training, leadership, and professional development which will allow them to be eligible for certification and be recognized world-wide for their successful work. Tutors who receive the training as well as evaluations, and observations will have the opportunity to earn their certification (level 1, level 2, and level 3).

1. The certification sets professional standards for tutoring services, including specialized training and evaluation to ensure that all tutors are trained in the most effective methods of tutoring.
2. The certification process provides tutors with the skills and training a successful tutor needs to facilitate the students’ learning process and to promote an interactive and collaborative learning experience.
3. The certification not only serves as recognition and positive reinforcement from an international organization for the tutors’ successful work, it is also an excellent resume builder.
4. Being certified as a tutor provides individual tutors with transferable skills recognized at universities and colleges worldwide. Tutor certification is a marketable skill and provides a credential which many tutors should include on their resumes and college applications, or when they transfer to another college and look for tutoring opportunities, or if they desire to do private tutoring and are asked to provide a credential.
5. Optional: CRLA Level 3 Certification training (leadership and professional development opportunities).

*** To be in compliance with CU Denver's Academic Honor Code, tutors are prohibited from assisting students with any assignments (i.e. homework, take-home exams, essays, lab reports etc.) that will be submitted for a grade. This is the responsibility of students. The tutor, however, can assist the students by clarifying the concepts/ procedures related to the assignment and/or do similar problems to further the students' understanding so that they can attempt the assignment on their own.
The Learning Resources Center appreciates your interest in the tutorial position. Please make sure you meet ALL the eligibility criteria before proceeding with the application process.

It is the responsibility of the applicant to submit ALL of the required documentation, as stated in the checklist below, within a reasonable time. Though there is no stated deadline, we strongly encourage applicants to submit a completed application by the priority deadline for the semester they are interested in working.

**Spring---1st week of November  ✪  Spring second week of December**

NOTE: All applicants must be available to attend an interview and the all day training to be considered for the position. Interviews usually happen within 2 weeks prior to the start of a term. The required all day new tutor training usually occurs the Tuesday or Wednesday prior to the start of the term. Applicants must also be available on the first Friday of the term from 8:30 am-2:30 pm for two other trainings.

1. The following checklist is provided for the convenience of the applicant.
   - □ Application Form: Please complete both front and back.
   - □ Tutor Reference Forms:
     1. Obtain two references for each discipline (not course) for which you wish to tutor.
     2. References must be from a professor or instructor (no honorariums, advisors or TA’s) teaching the discipline(s) you wish to tutor OR one reference as stated above and one recommendation letter from a previous/current tutoring supervisor/certified tutor trainer.
     3. References must be from faculty at CU Denver or from a previous tutoring supervisor working for a post-secondary educational institution.
     4. To obtain the references, please see the Reference Referral list in this packet for specific department’s preferred/required method of referral/contact.
     5. Please speak to the Associate Director or an Administrative Assistant if you have any questions or need assistance in obtaining the references.

   **Please note: if the course(s) were not taken at CU Denver, referrals can still be obtained through any of the professors in the related department, provided they are willing and able to meet with the applicant. The professor will then assess the candidate to determine if he/she is able to successfully tutor the course(s). The Reference Referral can be used to contact the department and professors.**

2. Upon completion of the application packet, we will review the documentation submitted at our earliest convenience.
   - The center will only contact individuals who have a completed application, and selected applicants will be invited for an interview.
   - The center primarily conducts interviews during the first two weeks before the semester starts. Should the applicant submit his/her application after the last interview date, his/her application will be on file for consideration for the next semester.
   - The center may not contact individuals who have not submitted all the required documents, or who do not meet the eligibility criteria.
   - It is the responsibility of the applicants to regularly check with the center on the status of their application.

Campus Box 145, PO 173364
Denver, CO 80217-3364, (303) 315-3531
E-mail: tutorialservices@ucdenver.edu
Website: www.ucdenver.edu/lrc

The CU Denver Learning Resources Center is an equal opportunity employer.
Learning Resources Center
University of Colorado Denver

Application Form for Tutor Position
(Please Print)

NAME: _______________________________________________________________ Student ID#: ____________________
First M.I. Last

ADDRESS: ______________________________________________________________ PHONE: H. _______________________
Street
City State Zip

CU-DENVER STUDENT E-MAIL: _________________________________________@ucdenver.edu Best time to contact: _______________________

Discipline(s) in which you are qualified and wish to tutor: Please check all that apply. You must obtain 2 references per discipline.

- Accounting
- Communication
- Computer Science
- English/ESOL
- Decision Sciences
- Biology
- Finance
- Physics
- Chemistry
- Economics
- Math
- Psychology
- Civil Engr
- Electrical. Engr.
- Mechanical Engr.
- Spanish
- Other (please specify): ________________________________________________________________________________________

Do you have Work-Study that can be used for this position? Yes ( ) No ( ) Pending ( )

Are you an international student?* Yes ( ) No ( ) If yes, what date did you arrive in the U.S.? _______________________

*Please note, if you do not have a social security card, the hiring process may take longer, and your start date may be affected.

When do you plan to complete your course work at CU Denver? _______________________

Would you be able to commit to work at the center for at least two semesters (excluding summer)? Yes ( ) No ( )

Are you currently employed? Yes ( ) No ( ) If so, where? ______________________ hrs/wk _________

Please describe any previous tutoring, teaching or counseling experience you have.__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

Why do you think students have trouble in the discipline(s) you want to tutor? __________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

How can you motivate students in the discipline(s) you want to tutor? __________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

--Please complete reverse side--
What qualities do you have that would enhance the tutor/student relationship?

____________________________________________________________________________________________________________

____________________________________________________________________________________________________________

How would you use your expertise to assist students?

____________________________________________________________________________________________________________

____________________________________________________________________________________________________________

How did you learn about the Learning Resources Center?

____________________________________________________________________________________________________________

Have you ever been convicted of a felony? Yes ( ) No ( )

If yes, please explain: ________________________________________________________________________________________

______________________________________________________________________________________________

____________________________________________________________________________________________________________

Please write a paragraph offering information about yourself that you feel will be helpful; e.g., major interests aside from school and your job: special skills, other languages spoken, hobbies, affiliations, awards, etc. _________________

____________________________________________________________________________________________________________

____________________________________________________________________________________________________________

The following questions are optional and are only requested for grant funding purposes. Your choice to answer them will not affect your eligibility for consideration. The CU Denver Learning Resources Center is an equal opportunity employer.

African American_____ Native American_____ Male_____ Transgender_____
Asian_____ Pacific Islander_____ Female_____ Choose Not to Disclose_____
Caucasian_____ Other_____ Intersex_____ Choose Not to Disclose_____
Hispanic_____ Choose Not to Disclose_____

Interview and Training Requirements: All applicants must be available to attend an interview, the all-day new tutor training, and the policies & procedures training to be considered for the position. 1.) Interviews usually happen within 2 weeks prior to the start of a term. 2.) The required all-day new tutor training usually occurs the Tuesday or Wednesday prior to the start of the term. Applicants must also be available on the first Friday of the term from 8:30 am-2:30 pm for two other trainings. 3.) Applicants must also be available the first Friday of every month from 1:00 pm-2:30 pm for paid Tutor Interchanges/trainings.

CERTIFICATION
I certify that all the information on this application is true and complete. I agree to cooperate fully with additional requests for information. I understand that all necessary application materials must be submitted in order for me to be considered.

The center may not contact individuals who have not submitted all the required documents, or who do not meet the eligibility criteria. It is the responsibility of the applicants to regularly check with the center on the status of their application.

Signature___________________________________________________________ Date____________________________
Applicant’s Name (fill out by applicant):

Discipline this reference form is for:

Note: This Form is to be completed by CU Denver faculty ONLY or by a Tutor Supervisor (no honorariums, advisors, or TA’s).

Professor/Instructor: The above person has applied to be a tutor within the Learning Resources Center during this term. We would appreciate your candid evaluation of the candidate’s knowledge of the discipline matter and potential tutoring ability. If you feel that more space is needed, please use the reverse side of this sheet. Thank you.

Applicant: Please note: if the course(s) were not taken at CU Denver, referrals can still be obtained through any of the professors in the related department, provided they are willing and able to meet with the applicant. The professor will then assess the candidate to determine if he/she is able to successfully tutor the course(s).

Return options:
- CU Denver-Learning Resources Center; Campus Box 145, Student Commons Building AB1 2105
- Fax to 303-315-3527
- E-mail to tutorialservices@ucdenver.edu
- Return to student for submittal

ACADEMIC
1. Does the applicant have an excellent command of the discipline matter? Yes____ No____
2. Will the applicant be able to communicate the discipline matter clearly and effectively? Yes____ No____
3. What course(s) if any, has the applicant studied with you?
4. Our stated qualifications to be a tutor are:
   a) Minimum overall academic GPA of 3.0 AND a minimum GPA of 3.5 in the discipline area wanting to tutor
   b) Sophomore (45 credits), junior, senior or graduate student standing
   c) A or B grade in the course wanting to tutor

However, these requirements can be modified based on the recommendation of the professor/instructor teaching the course. If the candidate does not meet the qualifications, are there other factors we should consider? (Please explain.)

PERSONAL
1. Tutoring has been shown to be more effective when the tutor has the following characteristic: (Please check those that apply to this applicant)
   _______patience _______empathetic _______personable _______punctual/dependable _______articulate _______N/A (Unable to Assess)

   Based on your association with the candidate, would you please comment on any of these attributes and on any others that you feel are important.

   ___________________________________________________________
   ___________________________________________________________

2. Would you recommend this individual to tutor the discipline matter he/she is applying for?

   _______ Highly recommend _______ Recommend with reservation (please explain below)
   _______ Do not recommend (please explain below)

3. Please provide any concerns or additional comments you have regarding this applicant.

   ___________________________________________________________
   ___________________________________________________________

Prof./Inst.’s Signature ___________________________ Print Name ___________________________
Title ___________________________ Date ___________________________

Dept. Chair’s Signature (if required by department) ___________________________
Print Name ___________________________ Date ___________________________

LRC Staff Use Only
Professor/Instructor Verified _______ (OS Initial & Date) Reference Form Processed _______ (OS Initial & Date)
Applicant’s Name (fill out by applicant): ____________________________________

Discipline this reference form is for: _______________________________________

Note: This Form is to be completed by CU Denver faculty ONLY (no honorariums, advisors, or TA’s).

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However, these requirements can be modified based on the recommendation of the professor/instructor teaching the course. If the candidate does not meet the qualifications, are there other factors we should consider? (Please explain.) __________________________________________________________

PERSONAL
1. Tutoring has been shown to be more effective when the tutor has the following characteristic: (Please check those that apply to this applicant)
   _____ patience   _____ empathetic   _____ personable   _____ punctual/dependable   _____ articulate   _____ N/A (Unable to Assess)

Based on your association with the candidate, would you please comment on any of these attributes and on any others that you feel are important. __________________________________________________________

2. Would you recommend this individual to tutor the discipline matter he/she is applying for?
   _____ Highly recommend   _____ Recommend with reservation (please explain below)
   _____ Do not recommend (please explain below)

3. Please provide any concerns or additional comments you have regarding this applicant. __________________________________________________________

Prof./Inst.’s Signature __________________________ Print Name__________________________
Title________________________ Date____________________

Dept. Chair’s Signature (if required by department) __________________________
Print Name________________________ Date____________________

LRC Staff Use Only
Professor/Instructor Verified _______ (OS Initial & Date) Reference Form Processed _______ (OS Initial & Date)