

OTHER INFORMATION – DETACH AND SAVE

In order to be hired as a **Tutor** or **Supplemental Instruction Leader** at LBCC, you must:

- ✓ Have completed each subject you wish to tutor with an earned grade of B or better.
- ✓ Prove your status as a full-time student if you are an undergraduate attending a community college or university, or be enrolled in at least one class if you are a graduate student or enrolled in a credential program.
- ✓ Submit completed Employment Application and Availability Forms (both attached) to the Tutor/SI Coordinator at the LAC or PCC campus.
- ✓ Submit a copy of your transcripts indicating completed coursework and grades.
- ✓ Have an instructor in the discipline you wish to tutor complete and submit the *confidential* Academic Reference Form.
- ✓ Be chosen for an interview and selected for the position by Tutor/SI Coordinator or the appropriate Success Center supervisor.

If you are hired as a **Tutor**, you must:

- ✓ Complete a training program that will introduce you to the basic concepts of tutoring during your first semester of work. (Your supervisor will explain the specific course requirements; plan to attend the monthly meetings, usually held on Friday afternoons.)
- ✓ Submit proof of current enrollment.
- ✓ Complete ongoing training (in the form of an orientation and/or training sessions) at the specific Success Center where you are hired.
- ✓ Attend regular training meetings as assigned (varies by Success Center).

If you are hired as a **Supplemental Instruction Leader**, you must:

- ✓ Attend pre-semester training (2.5 days) as well as bi-monthly Friday meetings.
- ✓ Have contact with the instructors and/or attend the class to which you are assigned as SI Leader on a regular basis.
- ✓ Submit proof of current enrollment.
- ✓ Be available to work a minimum of 12 hours.

Other information:

- ✓ The pay scale ranges from \$10 to \$15 per hour.
- ✓ Tutors & SI Leaders can work a maximum of 20 hours per week, subject to departmental budget and availability of hours.
- ✓ Volunteer positions are not available at Long Beach City College.
- ✓ **FOR WRITING TUTORS ONLY:** Please submit a writing sample of at least three pages and in MLA format along with these application materials. This can be a paper you have submitted for a class, as long as it is a clean copy (no instructor marks, grade, etc.).

Thank you for your interest! If you have any questions, contact Math Success Center Coordinator Sundee Dominguez (LAC: 562.938.4927) or stop by the MSC (V-163 at the LAC campus) for more information.

Submit Completed Application Materials to:
Long Beach City College. Math Success Center (V-163), Math Success Center
Coordinator Sundee Dominguez (s2dominguez@lbcc.edu)

ACADEMIC REFERENCE FORM

To be completed and returned by an instructor or academic counselor

APPLICANT'S NAME: _____

SUBJECT APPLICANT IS INTERESTED IN TUTORING: _____

How long have you known the applicant and in what capacity?

Please rate the applicant for demonstrated excellence in the following areas. Check the appropriate box.

Evaluation Topic	1 Very Poor	2 Poor	3 Satisfactory	4 Good	5 Excellent	N/A
1. Ability to communicate with students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Ability to communicate with faculty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Classroom participation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Critical thinking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Diversity awareness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Problem solving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Reliability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Study skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Knowledge of course material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Do you believe this applicant should be hired to work as a Tutor or Supplemental Instruction Leader at Long Beach City College? Why?

ACADEMIC REFERENCE INFORMATION

Name: _____ Title: _____

Signature: _____ Date: _____

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Long Beach City College. Math Success Center (V-163), Math Success Center Coordinator
 Sundee Dominguez (szdominguez@lbcc.edu)