

# How can I become a Tutor with Tutoring Services?

## Job Description:

Tutors are employees who work with individuals and small groups of students in specific courses or in academic skill areas (e.g. writing and math). The goal of tutoring is to help students become independent and successful learners. In addition to direct contact with students, tutors are expected to complete and maintain tutor records as directed and to maintain the confidentiality of all student-related information. Tutors may also be asked to complete division-related projects as requested by their supervisor. Tutor training and completion of College Reading and Learning Association Level 1 Certification are requirements of continued employment as a tutor. Training starts at the time of hire and continues throughout the tutor's tenure at Heartland. Tutors are paid hourly and schedules are generally flexible.

## Qualifications:

**All Peer and Master tutors:** Peer and Master Tutors must have earned a cumulative GPA of 3.0 or above, received an A or a B in the equivalent of any course they wish to tutor, and exercise excellent interpersonal skills.

**Master Tutors:** Master Tutors must have a minimum of a Bachelor's degree. Prior experience in teaching or tutoring is preferred.

**Peer Tutors:** Peer Tutors are undergraduate students who have earned a minimum of 15 semester hours and have demonstrated subject-matter competency. This would be demonstrated through successful completion of the courses they wish to tutor with a grade of B or better in those subject areas. Working as a peer tutor can qualify as a federal work-study job, but we do not require that all peer tutors qualify for federal work study.

**Just-in-Time (JiT) Tutors:** JiT Tutors are students who have received a faculty recommendation to tutor a specific course. Qualified applicants may not have earned a 3.0 GPA or 15 semester hours, but transcripts will be reviewed. This employment may last one semester or less. For continued employment, the requirements for a Peer or Master tutor must be met.

## How to Apply:

Candidates for all Tutor positions must submit the Heartland Community College Employment Application, the tutor course selection form, tutor availability form, a letter of application, and a resume to the address below. Additionally, all applicants must include a letter of recommendation from a faculty member, department head or college supervisor who can speak to their ability to tutor. Those applying for a Master Tutor position must include a copy of transcripts with application materials. Applications may be submitted at any time, but Tutoring Services holds interviews seasonally. When interviews are scheduled, selected applicants will be contacted to reserve an interview spot.

### Submit the requested materials to:

Heartland Community College  
Attn: Executive Director of Human Resources  
1500 W. Raab Rd.  
Normal, IL 61761

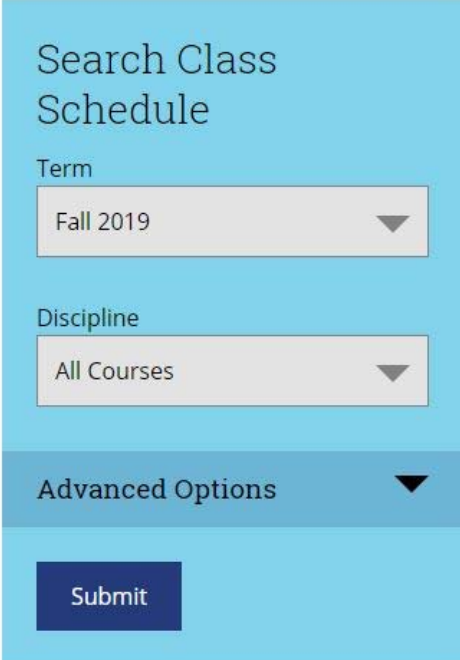
Alternatively, you could email application materials directly to [HumanResources@heartland.edu](mailto:HumanResources@heartland.edu). Documents sent through email may not be secure.

**For more information about becoming a tutor, please contact Jenny Crones at: (309)-268-8243 or [Tutoring@heartland.edu](mailto:Tutoring@heartland.edu)**

# Tutor Course Selection

Complete the table below by following these directions:

1. Go to the following website: <http://www.heartland.edu/schedule/>
2. Bring up the list of courses available.
  - a. Select the current term.
  - b. Discipline: If you are sure about the subjects you would like to tutor, you can filter to only courses in that subject by making a selection under the discipline list. For example, if you are only interested in tutoring math, you can scroll down the list to find mathematics.
  - c. Once you have made your selections, hit the submit button and review the list of courses.
3. Read through descriptions of courses you think you may be able to tutor.
4. If you feel confident in your ability to tutor a particular course or several courses in a particular subject area, list those course(s) in the table below. In the evidence column, provide evidence to support this assertion.  
We need to know the HCC course acronym and number (for ex: ENGL 101)
5. Repeat step 4 for all courses you can tutor.



The image shows a screenshot of a web form titled "Search Class Schedule". It features two dropdown menus: "Term" with "Fall 2019" selected, and "Discipline" with "All Courses" selected. Below these is a section for "Advanced Options" with a downward arrow, and a blue "Submit" button at the bottom.

Courses I Can Tutor	Evidence
Please list the course prefix and number only. EXAMPLE: <b>ACCT 210</b>	<ul style="list-style-type: none"><li>• Worked for 3 years as a CPA</li><li>• Took class in college and received a B</li></ul>

# Tutoring Services Availability Form

Name \_\_\_\_\_

Please fill this out to indicate your availability for the semester. It is important you consider any time you are available. Return this with your application packet.

Semester applying for \_\_\_\_\_

- Number of hours I would like to work per week (select one)    1-3    4-6    7-10    10-12    13+
- Would you be willing to work on an as-needed basis per student request (select one) Yes or No
- Would you willing to be on our list of substitute tutors? (select one) Yes or No
- Would you be interested in picking up additional hours as a substitute for our front desk reception (select one) Yes or No

**Place an “X” in the spaces that you are available (if you are not available the entire hour, do not “X” the space unless you note how much of the hour you are available to work).**

Hour	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9-10am						
10-11						
11am-12pm						
12-1pm						
1-2						
2-3						
3-4						
4-5						
5-6						
6-7						

Are you working elsewhere on our campus? (select one)    Yes    No

If yes, where? \_\_\_\_\_

How many hours per week? \_\_\_\_\_

Do you have any availability outside our business hours? If so please list it:



# Employment Application

Main Campus: 1500 W. Raab Road  
 Normal, IL 61761  
 Phone: 309-268-8000  
 TDD: 309-268-8030  
 Website: [www.heartland.edu](http://www.heartland.edu)

Return Employment Application to:  
 Human Resources Office  
 CCB 1300  
 Phone: 309-268-8130  
 Email: [humanresources@heartland.edu](mailto:humanresources@heartland.edu)

Heartland Community College is an Equal Opportunity Institution. The College provides equal employment opportunities without regard to race, color, religion, sex, gender, sexual orientation, national origin, age, disability, marital status, status as a veteran, or any other protected status under federal, state, or local laws.

The Employment Application is used to collect information in a standard format from all employment applicants. Application materials become part of the personnel file of applicants who are employed by the College.

General Information			
Date		Type of Employment Sought (check all that apply)	
		<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> HCC Student Employment (must be an enrolled HCC student) <input type="checkbox"/> Regular <input type="checkbox"/> Temporary	
Specific Position(s) Applied For			
How did you learn about this position?			
<input type="checkbox"/> Heartland Community College website <input type="checkbox"/> Other (specify): <input type="checkbox"/> Heartland Community College employee or student			
Name (First Middle Initial Last)			
Preferred name if different from above			
Address		City	State      Zip Code
Primary Phone Number	Alternate Phone Number	Email Address	
Have you ever been employed by Heartland Community College previously? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide job title, approximate dates, and name of supervisor.			
Are you retired through the State Universities Retirement System (SURS)? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Education and Formal Training (include high school last attended and any post-secondary educational institutions attended in order of attendance)			
Name of School	City, State	Area of Study/Major	Type of Diploma/Degree
Current Licenses and Certifications			
Type			Expiration (if applicable)
Additional Training and Skills			
List additional training, skills, and/or knowledge you possess that you believe enhance your employment qualifications.			

**Work Experience (begin with most recent employment)**

1. Employer Name		City	State
Position Title	Avg Hours/Week	From (Month/Year)	To (Month/Year)
Supervisor Name/Title		Phone Number	May we contact this employer now? <input type="checkbox"/> Yes <input type="checkbox"/> No
Reason for leaving			

2. Employer Name		City	State
Position Title	Avg Hours/Week	From (Month/Year)	To (Month/Year)
Supervisor Name/Title		Phone Number	May we contact this employer now? <input type="checkbox"/> Yes <input type="checkbox"/> No
Reason for leaving			

3. Employer Name		City	State
Position Title	Avg Hours/Week	From (Month/Year)	To (Month/Year)
Supervisor Name/Title		Phone Number	May we contact this employer now? <input type="checkbox"/> Yes <input type="checkbox"/> No
Reason for leaving			

4. Employer Name		City	State
Position Title	Avg Hours/Week	From (Month/Year)	To (Month/Year)
Supervisor Name/Title		Phone Number	May we contact this employer now? <input type="checkbox"/> Yes <input type="checkbox"/> No
Reason for leaving			

**Other Information and Conditions**

Are you legally eligible for employment in the United States and can you provide proof upon hire? Yes No  
 Employment is contingent upon a review and verification of documents establishing identity and work authorization in accordance with Form I-9.

Have you ever been dismissed or asked to resign from a position?  Yes No  
 If yes, please explain below or in an attachment. This is not intended to include layoffs that result from a reduction in force or company shut-down.

*I certify that the information provided on this application is true and complete. I further understand that any false statements or misrepresentations made by me on this application or any supplement thereto will be sufficient grounds for immediate discharge.*

*I authorize Heartland Community College to make a thorough investigation of my past employment activities, I agree to cooperate in such a review, and I release from all liability or responsibility all persons, companies or corporations supplying such information.*

*I understand that it is the practice of Heartland Community College to conduct criminal background checks on all employees.*

*I understand that it is the practice of Heartland Community College to verify post-secondary education and that I may be requested to release my educational transcript or other records if necessary.*

*I agree to comply with safety rules and other rules and regulations of Heartland Community College, including the use of protective clothing and devices as required by the College.*

*I understand that nothing on this application is intended to create or imply a contractual or employment relationship.*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_