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. study skills, 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 or those with associate degrees 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 (linked here). You will fill out and submit that application online. When submitting that application you must also attach the tutor course selection form and availability form included in this packet, a letter of application, and a resume. You will be able to attach those documents when you submit the application online. All applicants must also 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.

For more information about becoming a tutor, please contact Jenny Crones at: (309)-268-8243 or Jenny.Crones@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 semester.

Select a Semester

Semester
Fall 2021 ▼   ✕ CLEAR

Search Classes 🔍   Subject ▼   Course Type ▼   Session ▼

ACCT 200 01 Financial Accounting
TR 9:00AM - 10:50AM | ICN2103 | In-Person Lecture
Instructor: Paul Kelson | Credit Hours: 4 | Course Code:1003
Class Full   ⌄

ACCT 200 62 Financial Accounting
Online Lecture
Instructor: Lynn Sands Westhoff | Credit Hours: 4 | Course Code:1005
Available Seats: 15 / 30   ⌄

   b. Subject: 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 subject list. For example, if you are only interested in tutoring math, you can scroll down the list to find mathematics.
   c. Do not worry about the "Course Type" and "Session" tabs
   d. 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.

Courses I Can Tutor	Evidence
Please list the course prefix and number only. EXAMPLE: **ACCT 210**	• Worked for 3 years as a CPA • Took class in college and received a B

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)   2-5   5-9   9-15   15-20   20-25
- Would you be willing to work on an as-needed basis per 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 one of our Office Assistants (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						

We also can tutor outside our business hours. Do you have any availability outside our business hours? If so please list it:

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

If yes, where?_____

How many hours per week? _____