Tutor Qualifications and Job Description

Qualifications:
- Must have completed the class with an “A”
- Have and maintain a cumulative GPA of 3.0
- Excellent oral and written communication skills
- Able to convey concepts clearly and effectively
- Ability to work with individuals or small groups of students

Job Description:
- Attend a tutor training session at the beginning of the semester
- Tutor students in specific subjects
- Attend monthly tutor meetings
- Maintain a positive attitude in the SSC
- Greet the students and make them feel welcome
- Assist students with learning and practicing successful study habits
- Track and monitor student sign-ins
- Maintain set hours for the semester
- Be on time and punctual for shifts

Courses we need tutors for:
- ECON 1100 – Microeconomics
- ECON 1200 – Macroeconomics
- COMP SCI 1575 – Data Structures
- COMP SCI 1570/1580 – Intro to Programming
- COMP SCI 1970 – Basic Scientific Programming
- COMP SCI 1971 – Introduction to Programming Methodology
- MECH ENG 2360 – Dynamics
- MECH ENG 2519 – Thermodynamics
- MECH ENG 3411 – Modeling Analysis
- MECH ENG 3521 – Applied Thermodynamics
- MECH ENG 3313 – Machine Dynamics
- PHYSICS 1135 – Engineering Physics I
- PHYSICS 2135 – Engineering Physics II
Expectations of Tutors

All Tutors are expected to:

- Be on time and ready to work
- Be approachable
- Be appropriate
- Be respectful
- Be aware of your surroundings (students looking for help)
- Make the student a priority when they come in for tutoring
- Listen
- Be a tutor, not a professor
- Put in your hours before the pay period ends

As a Tutor, keep in mind:

- Tutoring is not doing the problem for them
- Do not allow one student to require all of your time if there are multiple students there for help
- Use resources and techniques, such as the LARA method, to communicate effectively with students
# Tutor Application Form

Please complete and return to 198 Toomey Hall between 8am-5pm, Monday-Friday WITH RESUME no later than **Wednesday, November 29th**. For questions, contact Darian Johnson Potts at darian.johnson@mst.edu.

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<tr>
<th><strong>Basic Information</strong></th>
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<tr>
<td>Name:</td>
<td>Student ID:</td>
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<td>School Email:</td>
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<td>Anticipated Graduation Date:</td>
<td>Cumulative GPA:</td>
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<th><strong>Questions</strong></th>
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<td>Courses interested in tutoring (must have taken and passed with an A):</td>
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<td>How did you hear about this opportunity?</td>
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<td>Why are you interested in becoming a tutor?</td>
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