

# How can I become a Tutor with Tutoring Services?

## Job Description:

Tutors are temporary, part-time employees who work with individuals and small groups of students in specific courses or in academic skill areas (e.g., reading, 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 supervisors. 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. Additional certification is available to tutors who successfully complete Level I training.*

## 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, and 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 through successful completion of the courses they tutor with an A or B. 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, however 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. Working as a JiT tutor can qualify as a federal work-study job, but we do not require that all peer tutors qualify for federal work study.

## 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. Applications may also be submitted directly to Tutoring Services. Peer and JiT tutors must also include a current copy of an unofficial transcript. Selected candidates will be asked to participate in an interview for further consideration regarding employment.

Application materials become part of the personnel file of applicants who are employed by the College. Please return all attached forms including transcript and resume to:

Heartland Community College  
Attn: Jenny Crones  
1500 W. Raab Rd.  
Normal, IL 61761

Applications may be submitted at any time, but Tutoring Services holds interviews seasonally. When interviews are scheduled, promising 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 [Tutoring@heartland.edu](mailto:Tutoring@heartland.edu).**



# Employment Application

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

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

Thank you for your interest in employment at Heartland Community College. The Employment Application is used to collect information in a standard format from all employment applicants. Employment applicants are also required to submit a letter of application and resumé unless they are applying for Heartland student employment positions. Application materials become part of the personnel file of applicants who are employed by the College. Heartland Community College is an Equal Opportunity Institution.

Position 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	
Availability (check all that apply): <input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening			
Specific Position(s) Applied For:			
How did you learn about this position? <input type="checkbox"/> Heartland Community College Website <input type="checkbox"/> Newspaper Ad (name newspaper): <input type="checkbox"/> Heartland Community College employee or student <input type="checkbox"/> Other:			
Legal Name (First M.I. Last)			
Preferred name if different from above			
Current Address		City	State    Zip Code
Daytime Phone		Evening Phone	Email Address
May we contact you at your current place of employment?			
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 and 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 experience.)**

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

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

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

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

**Other Information and Conditions**

1. 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.

2. Have you ever been a member of the armed forces? Yes No  
If yes, did your military experience have any relationship to the position for which you are applying? Yes No

3. Have you ever been dismissed or asked to resign from a position? 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. Yes No

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

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

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



## Tutoring Services Availability Form

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 (Circle one)    1-3    4-6    7-10    10-12    13+

**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	Saturday
10-11					
11-12					
12-1					
1-2					
2-3					
3-4					
4-5					
5-6					
6-7					

*This is our typical Spring/Fall Schedule. If you are applying for the summer, we have reduced hours. Traditionally we have been open in the Summer Monday-Thursday from 10am-3pm and Saturday 1-5pm.*

**Please note:**

*These are our Spring/Fall hours, if you are available to work outside of these hours please make a note of the days and times below. This will be helpful for On-call or JiT tutoring needs.*


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

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

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