

Reynolds Community College
EMPLOYMENT APPLICATION
TUTOR: ACADEMIC SUPPORT CENTERS



Term seeking employment: Fall Spring Summer Year _____

NAME _____ SS# _____ - _____ - _____ EMPID# _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

HOME PHONE: _____ WORK PHONE: _____

CELL PHONE: _____ FACSIMILE _____

EMAIL ADDRESS _____

Campus location(s) where you would like to tutor:

- Parham Road Downtown Goochland

Please check the subjects you would like to tutor:

- Reading
 Writing
 Math Highest level: _____
 Science Specify type: _____
 Foreign Language Specify language: _____
 Other _____

Indicate days and hours you are available to tutor:

Monday Tuesday Wednesday Thursday Friday

APPLICANT SIGNATURE _____

DATE _____

ASC USE ONLY		
Check List:	Date Received	Initials
<input type="checkbox"/> Application	_____	_____
<input type="checkbox"/> Letter of Recommendation	_____	_____
<input type="checkbox"/> Interview with ASC Coordinator	_____	_____
<input type="checkbox"/> Non-JSRCC Transcripts	_____	_____
<input type="checkbox"/> English Faculty Recommendation	_____	_____
<input type="checkbox"/> Writing Portfolio	_____	_____
<input type="checkbox"/> Paragraph on Strengths	_____	_____
<input type="checkbox"/> Training Session	_____	_____

Reynolds Community College
INFORMATION ON THE APPLICATION PROCESS
ACADEMIC SUPPORT CENTERS TUTOR POSITION

THE NEED

Tutors are needed for the entire academic year. Preference will be given to applicants who are available for the entire year

THE APPLICATION

Applicants must provide the following:

1. A completed Employment Application form for the Academic Support Centers and a State of Virginia application must be submitted. The State of Virginia application is located at <http://www.jobs.virginia.gov/>. **Do not submit the application online.** Print and submit to the campus where you would like to tutor with all other required documents.
2. A letter of recommendation from a teaching faculty member who has knowledge of your ability to tutor in the subjects you identify. If this is not possible, an interview with the subject program head will be scheduled.
3. A brief paragraph explaining the strengths you would bring to the job. Please include information about your familiarity with computers.
4. Non-Reynolds applicants please provide information on the highest level of coursework attained. (Transcript preferred)
5. All applicants for position of tutor of English (writing) must provide a portfolio which includes three samples of your writing. The portfolio must contain a variety of writing styles.
6. In addition to the portfolio, Reynolds applicants for the position of tutor of English (writing) must provide a letter of reference from a Reynolds English instructor who has knowledge of your writing strengths and the following information about:

Semester ENG 111 was completed _____ Grade _____
Semester ENG 112 was completed _____ Grade _____
7. All applicants for the position of Mathematics tutor should have completed MTH 163 or MTH 166 with a grade of B or better. Reynolds applicants for the position of tutor of Mathematics must provide a letter of reference from a Reynolds Mathematics instructor who has knowledge of your mathematical ability and the following information about:

Semester MTH 163/166 was completed _____ Grade _____

THE INTERVIEW

An interview is required. Your interview will be arranged by the coordinator of Academic Support Centers after your application is completed and reviewed.

TRAINING

If hired, all tutors must attend one training session before working with students. Training sessions are held a minimum of once a semester. All tutors are required to participate in additional organized training activities each semester. Training may include one-on-one work with faculty supervisors.