

Please read the volunteer tutor job description prior to completing the Supplemental Tutor Questionnaire. Return the completed Supplemental Questionnaire form to Janice Smearman, Student Resources Learning Center, in room 269C, West Building.

STUDENT RESOURCES VOLUNTEER TUTOR JOB DESCRIPTION I

DUTIES:

Peer tutors will work with WSU Tri-Cities students in their content areas of expertise. Tutors will work with students on a one-on-one basis or in small group sessions to answer questions on course content, and to aid in comprehension of course material.

Tutors must commit to tutoring at least three students for the entire semester.

QUALIFICATIONS:

Volunteer Tutors attending classes on the WSU Tri-Cities campus must obtain a **signed recommendation** from a WSU Tri-Cities faculty member in the Department for each subject area they wish to tutor and also have the approval of the Associate Director of Student Development.

Volunteer Tutors not attending classes on the WSU Tri-Cities campus are required to provide documentation stating that the applicant has current or passed experience fore each subject area they wish to tutor and also have the approval of the Associate Director of Student Development..

Tutors need good verbal communication skills and the ability to work with students from varied backgrounds and with varieties of skill levels.

REWARDS:

- Opportunity to gain leadership experience.
- Helping fellow WSU Tri-Cities students succeed.
- Get to know faculty members.
- Looks great on resume.
- Flexible hours.

CONTACT INFORMATION:

Janice Smearman
smaerma@tricity.wsu.edu
372-7399
Student Resources Learning Center
Room 269C, West Building

Please complete only the information that pertains to you.

What is your cumulative GPA? _____

Major: _____ GPA: _____

Minor: _____ GPA: _____

Expected Date of WSU Graduation: _____

Are you currently employed: YES NO

What day(s) are you available to tutor? What hours are you available to tutor: AM PM

Please write in the times under each day you will be available.

Monday

Tuesday

Wednesday

Thursday

Friday

Are you a TA? YES NO Half-time Quarter-time

If yes, what classes and sections: _____

Do you have work study? YES NO State Amount \$ _____ Federal Amount \$ _____

Are you an American citizen or permanent resident of the U.S.? YES NO

If no, are you a foreign national with work authorization? YES NO

If you are a graduate student, please complete the following information:

College Graduated From: _____ Year: _____

Please Print Clearly

I give my permission for release of transcript information to the tutorial program.

Signature _____ Date _____

Please Print Name Clearly _____ Date _____

RETURN COMPLETED TUTORIAL EVALUATION QUESTIONNAIRE TO:

Janice Smearman
Student Resources Learning Center
Room 269C West Building.