STUDENT SUPPORT SERVICES TUTOR EMPLOYMENT APPLICATION

(*Time Commitment for Tutorial Services is a minimum of 6 hours – maximum 20 hours per week)*

Mission Statement: Student Support Services provides qualified participants an array of services to enable them to achieve their educational goals. Services provided by the program include peer tutoring for mastery of course content; advisement for assurance of retention, graduation, and transfer; and workshops, seminars, and cultural events for developing life skills and acquiring career knowledge.

Job Requirements: Skills necessary for providing tutorial services to adult students; prompt and dependable attendance (missing tutorial sessions without contacting SSS or students will result in termination of employment; and, abiding by SSS Tutor Guidelines.

Name_____ S.S. # _____ Date _____

Address_____

Street City/State Zip

Telephone: Home_____ Work _____ Cell _____

Email:_____ Preferred Contact Method: ____E-mail ____ Home Ph ____ Cell Ph

□ I am a student at Northeast State and first enrolled _____. Banner ID# _____

□ I am not a student at Northeast State and I have a degree from an accredited institution in _____.

If you WILL NOT be enrolled in classes at Northeast State while employed as a tutor, you are required to submit an unofficial transcript (an official transcript is required if hired and is to be submitted to the office of Human Resources), a resume and Northeast State Employment Application (www.Northeast State.edu) with this application.

Major:_____ GPA:_____

Are you currently employed? Yes_____ (Where?_____) No____

How did you hear about TRiO Student Support Services?_____

List Subjects you are eligible to tutor in order of preference:

Subject Course Number	Grade	Instructor	Sem/Yr

List two instructors we can contact for references, and for NON-students list two character/work references we can contact (please provide address and/or phone#).

Name	Course	Grade

List tutorial skills:_____

How many hours per week will you commit to this job?_____

In case of an emergency, please contact:_____Phone:_____

Signature:_____Date:_____

Administrative Use Only: References requested (date)_____ Received:_____

Interview Scheduled:_____

Revised 07/2011

NORTHEAST STATE
We're here to get you there