



Student Support Services Academic Peer Tutor Application

Thank you for your interest in working as an SSS Academic Peer Tutor at Highland Community College. To be considered for this position, please read the full job description below, complete this Application in its entirety, and submit the following Application Materials to Amber Hutfles, SSS Retention and Tutor Coordinator by email to ahutfles@highlandcc.edu or in person to Student Support Services located on the 2nd floor of Irvin Hall.

Complete Application Materials

- ✓ Student Support Services Academic Peer Tutor Application
- ✓ Unofficial HCC transcript (or high school transcript if you are an incoming HCC Freshman)
- ✓ Upcoming semester schedule showing class days and times
- ✓ Resume

If you have any questions, email ahutfles@highlandcc.edu, call 785-442-6110, or stop by Student Support Services.

Overview of Position

The SSS Academic Peer Tutor is responsible for providing exceptional customer service by greeting, welcoming, and assisting Highland Community College students with their academic needs. This can include, but is not limited to, assisting students with homework assignments, studying for tests, providing additional instruction of concepts taught in class, and assisting students with computer usage. The SSS Academic Peer Tutor is required to participate in professional development as assigned.

Primary Responsibilities

- Greet and welcome students who need assistance
- Assist students with their academic and computer needs (i.e., MyHCC and Canvas)
- Tutor a variety of subject areas
- Hold study groups as assigned
- Provide general information about Highland Community College policies and procedures
- Maintain confidentiality of all students who utilize Student Support Services
- Maintain a professional work and study environment
- Assist students with photocopy needs
- Complete professional development as assigned by SSS Retention and Tutor Coordinator
- Maintain cleanliness and organization in the Student Support Services offices
- Ensure students check-in and check-out on ipad when tutored
- Accurately log tutor/student interactions as assigned, including tutor hours worked
- Attend all meetings/trainings and work all scheduled hours, requiring some weekend and evening hours
- Promote opportunities with Student Support Services to students
- Assist Student Support Services staff with all other duties as assigned (i.e., maintaining bulletin boards, processing college information, organizing binders)

Qualifications

SSS Academic Peer Tutor applicants must have a 3.00 GPA with all A's and B's in classes they are approved to tutor.

Abilities and Skills

- Ability to work with a wide range of students, faculty, and administrators
- Ability to work with Zoom, a web-conferencing software to offer tutoring to distance students
- Exemplary customer service skills
- Ability to organize, plan, and deliver study sessions
- Service oriented, positive attitude when interacting with students, faculty, and community people who interact with Highland Community College
- Maintain a 3.0 overall GPA, and a good understanding of college level academics

Required Hours and Training Sessions

This is a part-time student employment position. Hours range from 7-20 hours per week. Weekend hours may be required. Academic tutors will have required training sessions at the beginning of the Fall and Spring Semester.

SSS Academic Peer Tutor Application

Please answer all questions to the best of your knowledge.

Full name _____ **Date of birth:** _____

Permanent street address: _____

The permanent address refers to your home address, not your commuter/on-campus address.

Country: _____ **City, State, Zip:** _____

Cell phone number: _____ **Email:** _____

Availability to work (when not scheduled for class/practices) between 9 am – 9 pm:

Sunday: _____ Wednesday: _____

Monday: _____ Thursday: _____

Tuesday: _____ Friday: _____

Preferred number of weekly hours: _____ **Date available to start:** _____

➤ **Current student status (mark one):**

☐ High school student ☐ HCC student

➤ **Are you currently a member of Student Support Services (SSS)?**

☐ Yes ☐ No

Please write a short statement explaining why you are interested in being an SSS Academic Peer Tutor. You may discuss qualifications, talents, previous experiences, and future goals.

For high school students, only:

HS GPA: _____ Intended field of study: _____

List all classes taken for college credit & grade earned:

For HCC students, only:

Current HCC GPA: _____ Field of study: _____

Advisor name: _____ Eligible for Federal Work Study? Yes No
Federal Work Study eligibility is determined after you submit your FAFSA. If you are unsure whether or not you are eligible for Federal Work Study, please see the HCC Financial Aid office.

Credit hours this semester: _____ Expected graduation date: _____

References

Please list two references who you are not related to.

Reference 1:

Name: _____ Relationship to you: _____

Email address: _____ Phone number: _____

Reference 2:

Name: _____ Relationship to you: _____

Email address: _____ Phone number: _____

Please list three HCC Faculty that would recommend you for this position (name and position) + have HCC Faculty complete and submit Academic Tutor Recommendation Form.

1. _____
2. _____
3. _____

*Thank you for completing this application. Please submit **all** application materials to Amber Hutfles at ahutfles@highlandcc.edu or in person at the Student Support Services office. We will be in touch soon regarding this opportunity!*