

# Academic Success Center Tutor Application

Thank you for your interest in becoming a tutor at San Diego Miramar College's Academic Success Center (ASC). Applications received will be kept on file for screening for future openings.

## Instructions:

- Complete the tutor application. Then e-mail it (only in either **Word** or **PDF** format) to Donnie Tran at [dtran@sdccd.edu](mailto:dtran@sdccd.edu) with a screenshot of your college transcript that shows a letter grade of B or higher in the course you are interested in tutoring in.
- Please do not attach additional attachments. Documents such as letters of recommendation and resumes are not reviewed.

Here is what our screening/hiring process entails:

- ⇒ Contact and schedule interviews for most promising applicants.
- ⇒ Contact applicants' references.
- ⇒ Contact applicants and formally offer tutoring positions.
- ⇒ Initiate SDCCD new hire paperwork:
  - Complete all forms
  - Arrange appointment to turn in forms and documents to the Miramar Business Office

Thank you for your patience while we review your application.

Face-to-Face Tutor SI Leader 

# Academic Success Center Tutor Application

San Diego Miramar College  
10440 Black Mountain Road, Room L-101  
San Diego, California 92126-2999  
(619) 388-7852 • (858) 388-7852

Name:			Telephone:			
Address:						
City:	State:	Zip Code:	E-Mail:			
Educational Status: (please check one)	High School Diploma/GED <input type="checkbox"/>	AA/AS <input type="checkbox"/>	BA/BS <input type="checkbox"/>	MA/MS <input type="checkbox"/>	PhD <input type="checkbox"/>	Other <input type="checkbox"/>
Number of College Units Completed:						
Are you a currently enrolled student?			Name of School:			
Number of Units Enrolled in this Semester/Quarter:			Overall GPA:			
Major:		Minor:		Major GPA:		
If you are not a current student, when did you last attend school?			Name of School:			
Are you currently employed?			Job Title:			
If yes, where?			Average Number of Hours per Week:			
Are you now or ever have been employed at San Diego Community College District?						
		Miramar College <input type="checkbox"/>	Mesa College <input type="checkbox"/>	City College <input type="checkbox"/>	No, I have never worked for SDCCD. <input type="checkbox"/>	
Job Title:			Average Number of Hours per Week:			
Will you be able to work during the ASC's hours of operation? (Monday-Thursday: 8:30 a.m.-6:00 p.m.; Friday: closed)						
Can you prove you are eligible to work in the U.S.?						

OFFICE USE ONLY:  
DATE CALLED:  
OTHER INFORMATION:

In which basic skill area(s) are you proficient?  
(check all that apply)

Math

Reading

Study Skills

Writing

What subject(s) and/or courses would you like to tutor?

College Faculty Member Reference:

Please list a faculty member who can be contacted about your course knowledge and potential as a tutor.

Name:

Phone number:

Email:

What experience have you had that would make you an effective tutor?

What special skills or knowledge do you have that would make you an effective tutor?

By signing/typing my name, I certify that all information supplied on this application is true and correct to the best of my knowledge.

Signature:

X \_\_\_\_\_

Date: \_\_\_\_\_