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:
- o Complete the tutor application. Then e-mail it and your college transcript(s) to Donnie Tran at dtran@sdccd.edu . Your transcript(s) must show a letter grade of B or higher in the courses you are interested in tutoring in.

- o Please do not attach additional attachments. Documents such as letters of recommendation and resumes are not reviewed.

- o **Must have successfully taken ED 100 before applying.**
  You cannot start work until you have ED 100 completed.

Here is what our screening/hiring process entails:
- ⇒ Step 1) Screen applications. Contact reference.
- ⇒ Step 2) Invite qualified applicants for an interview.
- ⇒ Step 3) Offer tutoring position to the successful applicant.
- ⇒ Step 4) Initiate SDCCD new hire paperwork:
    - o Complete all forms
    - o Arrange appointment to turn in forms and documents to the Miramar Business Office

Thank you for your patience while we review your application.

Please successfully take the course ED 100 before you apply.

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 ☐	AA/AS ☐	BA/BS ☐	MA/MS ☐	PhD ☐	Other ☐

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 ☐	Mesa College ☐	City College ☐	No, I have never worked for SDCCD. ☐

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: Date:

X_____   _____