

## **Tutor Application**

The Summer Links Program is a comprehensive, five (5)-week introductory college program for first time college students. Links allows students to familiarize themselves with the academic expectations and the culture of college, all while earning nine (9) credits. This program is an ideal way to transition into college, providing a challenging, yet supportive environment. The primary role of a Links tutor is to support the academic success of the participants during this first college experience at Keene State College. For more information, please use the link <http://www.keene.edu/aspire/links-connect-for-success/>

The academics are of great importance to Links. Tutors are expected to model appropriate classroom behavior and to assist faculty in working with students individually, in small groups or the whole class. They are required to attend their class (once a day, four days a week) and other community development activities during the course and/or the Links Program. Additionally, they will provide support and aid to the faculty in terms of obtaining materials, organizing special activities, and evaluating students. Tutors sometimes have the opportunity to teach class with the approval of the faculty. Faculty and tutors will be given time during staff orientation to meet and discuss the tutor's roles in the classroom.

Possible Links Courses offered Summer 2017: IHCOMM 171 Public Speaking, INHLSC 175: Essentials of Nutrition, IQL 101: Quantitative Literacy, ISGEOG Intro to Geography, ISPSYC 100: Topics in Psychology, and ITW 101 Literature of Social Justice.

Tutors are expected to maintain a positive environment to live, learn, and work in. Tutors are members of the Links community, and as such, they serve as mentors, role-modeling behaviors, and attitudes associated with a complete, successful Keene State College student.

### **RESPONSIBILITIES**

#### **General**

- Serve as a mentor for students in their class, as well as other students in the Links Program.
- Role model behaviors and attitudes that promote academic success and support the rules, policies, missions, and goals of Keene State College.

#### **Academic Support**

- Provide academic support, with individual students as well as groups.
- Schedule, prepare, and facilitate at least two (2) study groups a week.
- Schedule and hold at least five (5) drop-in tutoring hours a week.
- Meet regularly with their faculty member to plan and prepare for class, develop strategies to address class and individual issues and concerns.
- Maintain open lines of communication with the Links RAs and other tutors regarding the status of individual students and the Links Program community.

#### **Administrative**

- Meet weekly (scheduled half-hour) with Links professional staff.
- Attend weekly Links Tutor staff meetings.
- Attend weekly full Links staff meetings.
- Complete Tutor Narratives for each study group and individual tutoring session.
- Provide additional administrative support to the Links and TRIO Programs.

#### **Qualifications**

Tutors must:

- be a current Keene State student,
- have completed their sophomore year,
- have received an A or A/B in the course they hope to tutor,
- GPA minimum 2.75, 3.0+ preferred,
- demonstrate excellent communication skills, a high level of patience, a commitment to academic success, and a sincere desire to assist and support first year students,
- be available to work 23.5 (live off) or 31.5 (live-in) hours a week, the bulk of which will take place outside of class during a normal workday, for the entire term of appointment.

## Keene State College Links Program Summer 2017

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#### Application Procedures

Completed Applications are reviewed on a rolling basis, with a deadline of Friday, April 7, 2017. Applicants will be contacted for an interview upon receipt of a completed application. Video or phone interviews will be arranged as necessary.

Applications will be considered complete upon receipt of:

- Tutor Application Form
- Faculty Recommendation Form (faculty may return recommendation to campus mailstop 1801)
- Current Resume
- College Transcript (maybe student issued/unofficial)
- 250 word writing sample about a personal experience you feel has helped prepare you for working with first year college students

#### Employment Dates

The Tutor position will be from July 5, 2017 to August 11, 2017. This term of employment includes the five (5) weeks of the Links Program and its associated responsibilities, as well as three (3) full days of training (July 5 to July 7) and check in/opening day activities (11am to 7pm on July 9).

**Links 2017 Weekday Schedule**

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
8:30					
9:00	Morning Class 9am-11am	Morning Class 9am-11am	Morning Class 9am-11am	Morning Class 9am-11am	Morning Class 9am-11am
9:30					
10:00					
10:30					
11:00					
11:30	Lunch	Lunch	Lunch	Lunch	Lunch
12:00					
12:30		College 101 12:30-1:30		College 101 12:30-1:30	
1:00					
1:30					
2:00	Afternoon Class 2pm-4pm	Afternoon Class 2pm-4pm	Afternoon Class 2pm-4pm	Afternoon Class 2pm-4pm	Afternoon Class 2pm-4pm
2:30					
3:00					
3:30					
4:00					
4:30					
5:00	Dinner	Dinner	Dinner	Dinner	
5:30					
6:00					
6:30					

#### Compensation

Tutors will receive a stipend of \$1500. Live in tutors are required to complete additional hours to cover their room and board. Live in tutors may not have any other work commitments during the week; however part time jobs on weekends, **other than Opening Day**, may be acceptable.



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*For office use only:*  
I-9, W-4 needed?  
Date of Hire:

To the Applicant: Thank you for your interest in a Links Program Tutor position! Please follow the steps listed below to complete the application process.

Name:	Date:
Current Address/Phone-Local#/Cell #:	E-Mail Address:
Best way to reach? ___ Phone ___ E-Mail	GPA: <i>(Note: 2.75 required, 3.0 preferred)</i>
Current Class Year: First   Sophomore   Junior   Senior	Student ID #:
Have you been employed at KSC? If so, please list office(s):	Major(s):

Subjects and courses you wish to tutor: <i>(Note: Separate recommendations required for each discipline)</i>	Name of Professor:	Will this faculty member be submitting a recommendation?	Grade: <i>(Note: You must have a 3.0 in each course)</i>
1.			
2.			
3.			

List any academic awards and/or honors you have received:

List any campus organizations, programs, or projects you are involved with, and whether or not they involve time commitments during the summer:

Describe any experience (formal or informal) with tutoring or assisting students academically.

Do you plan to work at any other jobs on or off campus? If yes, how many hours per week? On or off campus?

Do you plan to take any courses during the summer? If yes, how many?

Are you interested in a live-on tutor position?



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**Summer 2017**

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**FACULTY RECOMMENDATION**

*Thank you for taking the time to complete this recommendation.  
Please return to Aspire Program, attn: Links Program, MS 1801.*

Prospective Tutor: \_\_\_\_\_

Faculty Member: \_\_\_\_\_

Title: \_\_\_\_\_

Department: \_\_\_\_\_

Phone: \_\_\_\_\_

Mail Stop: \_\_\_\_\_

I recommend \_\_\_\_\_

as a tutor for \_\_\_\_\_  
Subject/Course

This individual has taken \_\_\_\_\_  
Name/Number of Course(s)

with me and has received grade(s) of \_\_\_\_\_.

**OR**

\_\_\_\_\_ While the prospective tutor has not done any course work with me, I know of his/her work (please state how or why below) and give my endorsement to him/her as a tutor.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Comments:**