



Aspire Program Keene State College

229 Main Street Keene, New Hampshire 03435-2609
603-358-2325 www.keene.edu/aspire

TUTOR APPLICATION

PROGRAM DESCRIPTION

The Aspire Tutor Program provides individual and small group tutoring to Keene State College students who need academic support. The Aspire Program is primarily a federally funded grant program that provides intensified academic assistance to educationally disadvantaged college students. Students whose parents do not have four-year college degrees, students who have a very high financial need, and students who have a documented disability are not only eligible for tutoring but also for other services provided by the Aspire program. These include academic advising, educational planning, study skills assistance, academic accommodations, and graduate school counseling. Content area tutoring of introductory level courses is also available for the general college population based on the availability of tutors.

TUTOR QUALIFICATIONS

1. Be a current KSC student.
2. Have previously received an “A” or “B” in the course or courses you wish to tutor
3. Have an overall GPA of at least a 2.75 (3.0 preferred)
4. Communicate well and be willing to work with individuals and small groups.
5. Have a sincere desire to help and have a high degree of patience.

TUTOR RESPONSIBILITIES

Tutors work with individuals or small groups of students on a regular basis each week. You may select to tutor just one course or several depending on your expertise and confidence. You may work 3-20 hours each week based on student demand. You will be expected to attend weekly tutor training sessions and prepare for each tutoring session. Therefore, you need to be aware of the progress of the student and his/her study habits. After each tutoring session, you will fill out a narrative. You will be paid for training, prep time, and tutoring. Responsibilities and duties are more clearly outlined at the time of the interview.

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

KEENE STATE COLLEGE ASPIRE TUTOR PROGRAM TUTOR APPLICATION

To the Applicant: Thank you for your interest in the Aspire Tutor Program! Please follow the steps listed below to complete the application process. If you have any questions, please call (603) 358-2357.

- Fill out this application and schedule an interview with the Aspire Tutor Coordinator.
- Distribute attached faculty recommendation forms for each subject area you wish to tutor.
- Print a copy of your My KSC transcript.
- If you have a current resume, please attach. *Note: This is encouraged, but not required.*
- Bring all materials to your interview. If preferred, faculty may mail recommendations to MS #2609.

Name:	Date:
Current Address/Phone-Local#/Cell #:	E-Mail Address:
Best way to reach? ___ Phone ___ E-Mail	Major(s)/GPA: <i>(Note: 3.0 preferred, 2.75 required)</i>
Current Class Year: First Sophomore Junior Senior	Student ID #:
Have you been employed at KSC? If so, please list office(s):	Eligible for (check one only; papers from Student Financial Management confirm status): ___ Work Study ___ Student Hourly ___ Hourly

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 plan to be involved with this year:

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

How many hours per week will you be available to tutor? *Note: There is a 20 hour/week maximum for all student employees.*

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

What is your anticipated graduation date?

ASPIRE TUTOR PROGRAM
SCHEDULE

Name: _____

Semester: _____

*Please block off times when you are **not** available*

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00 a.m.							
8:30 a.m.							
9:00 a.m.							
9:30 a.m.							
10:00 a.m.							
10:30 a.m.							
11:00 a.m.							
11:30 a.m.							
12:00 p.m.							
12:30 p.m.							
1:00 p.m.							
1:30 p.m.							
2:00 p.m.							
2:30 p.m.							
3:00 p.m.							
3:30 p.m.							
4:00 p.m.							
4:30 p.m.							
5:00 p.m.							
5:30 p.m.							
6:00 p.m.							
6:30 p.m.							
7:00 p.m.							
7:30 p.m.							
8:00 p.m.							
8:30 p.m.							
9:00 p.m.							
9:30 p.m.							

**KEENE STATE COLLEGE
ASPIRE TUTOR PROGRAM
FACULTY RECOMMENDATION**

*Thank you for taking the time to complete this recommendation.
Please return to Aspire Program, attn: Tutor Coordinator, MS 2609.*

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:

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