

# ACADEMIC SUCCESS CENTER

413-748-3747 413-748-3725 (FAX)

## TUTOR CANDIDATE CHECKLIST

### In order to be hired the following steps must be completed:

1. \_\_\_\_\_ **Tutor Application:** Provide a completed Tutor Application to the ASC Tutor Manager (see next page).
2. \_\_\_\_\_ **Two References:** Provide two references as follows:
  - One reference should be from a professor, advisor, or another appropriate Springfield College professional who can speak to your potential as a tutor, your abilities to help others, and your communication skills.
  - If you are a tutor candidate for **Math Support Services** or the **Content Tutorial Program**, the second reference must be from the professor of the course for which you have received an A- or better.
  - If you are a tutor candidate for **Writing Support Services**, the second reference should be from a faculty member who knows your writing well, such as your advisor or a Springfield College professor with whom you have previously taken a course.
3. \_\_\_\_\_ **Cover Letter:** Submit a cover letter explaining why you want to be a tutor, and what skills, experiences, and/or character strengths you think you can bring to the role.
4. \_\_\_\_\_ **WSS Writing Samples:** Writing Support Services tutor candidates should also provide two or more substantial writing samples with their application. If possible, the writing sample should be from a course taken at Springfield College.
5. \_\_\_\_\_ **Interview:** Once the two references and additional required materials are submitted — and **if the tutor candidate's application is accepted** — candidates need to interview with members of the ASC staff.

### If hired, newly appointed tutors must do the following:

1. \_\_\_\_\_ Attend a **Tutor Orientation & Training** session.
2. \_\_\_\_\_ Fill out your W2 and I-9 forms in the Financial Aid Office (located in the Administration Building on the second floor).
3. \_\_\_\_\_ If you are not currently listed as eligible for **Work Study**, please check with the Financial Aid Office (x3108 or [finaid@spfldcol.edu](mailto:finaid@spfldcol.edu)) to confirm your status.
4. \_\_\_\_\_ If Financial Aid confirms that you are not **Work Study** eligible, you will need to fill out a **Justification to Hire Form** and be approved by the Academic Success Center's director. Obtain a form from the Tutor Manager or the Director of the Academic Success Center, in Hickory Hall 109.

**\*\* For graduate students and transfer students who wish to tutor a class that was not taken at this campus:** You will need to meet with the department chair of the subject area that you would like to tutor. The department chair must be one of your two recommendations, and then you must follow the steps above.



