

Congratulations!

This email is to inform you that **your application has been selected for the position of TRiO Tutor**. This year we had an overwhelming response to our request for tutors, and it was difficult to narrow the selection from all the qualified applicants. However, we are confident of our selections and want to provide you information regarding the position and required training.

- This position pays \$7.25/hour and is BY APPOINTMENT ONLY.
- Your schedule will be entered into our tutoring software and then cross-referenced with student's information as they request assistance in different courses.
- All communication regarding appts is via email; therefore it is essential that you check your email daily and respond as is appropriate.
- This tutoring center is also certified by the Association for the Tutoring Profession (ATP) and the College Reading and Learning Association (CRLA) and, therefore, must adhere to specific standards to maintain the certification.
- As a TRiO tutor, you will be required to complete certain documentation for your interaction with clients and participate in 12 hours of training on tutoring and learning.
- As a benefit to you, each tutor is eligible to earn a Tutoring Credential based on the number of hours of tutoring and training you participate in.
 - These credentials have been quite helpful in securing private tutoring lessons as well as scholarships and graduate assistantships for post-graduate work.
 - All tutors are eligible to earn the credentials if they choose.

The remainder of this email provides specific information about SECURING THIS POSITION and the required training & documentation that will be needed for employment with TRIO Student Support Services.

If you would like to explore the opportunity to be a tutor, **please do the following:**

1. **RESPOND TO THIS EMAIL**, indicating that you would like this position and intend to complete the necessary pre-training and training requirements.
2. **Pre-Register for TRAINING:**
 - Lee building during the following times:
 - **Monday DATES-Thursday, DATES, 9:30-4p**

- Bring your **PAYROLL CARD** from STUDENT Payroll office (see **XXXXXXXXXX**, Ezell 142 to get set up so you are paid for your work)
 - Bring your **STUDENT ID** so I can photocopy it
 - Complete the **ACCUTRACK TUTORIAL** (45-60 mins)
 - ENTER your APPLICATION DATA into ACCUTRACK, the tutoring software
 - Follow instructions in the provided manual
 - Sets up your WORK SCHEDULE
 - Sets up your COURSES for tutoring
 - Complete indicated tutorial tasks for practice
 - Complete the **CAPSOL Learning Styles Inventory** (20 mins)
 - **Sign INTENT TO ACCEPT the job, Tutor Contract, and CONFIDENTIALITY AGREEMENT**
3. **Attend TRAINING: Saturday, DATE HERE, 8:30-5p** (lunch, breaks, & snacks included)
- a. Tutors cannot work without training, per certification standards
 - b. **Training Stipend** will be provided for participant's time after the 12 hours are completed and the tutor receives 3 post-tutoring evaluations from student clients or supervisor.
 - c. Training is INTERACTIVE (not all lecture/video etc) & beneficial, personally and professionally.
 - d. Wear CLOSED-TOE SHOES & dress comfortably. We are outside part of the time, weather permitting
 - e. Be prepared to stay the full time.