Thank you for your interest in being a group tutor at Collin College! Below is some information about our group tutoring program. If you are interested in being a group tutor after reading this information, please make an appointment to see Michele Boverie, Coordinator of Student Support Services, at 972-881-5128, or e-mail MBoverie@collin.edu.

Benefits of becoming a group tutor...

- **Patience** – Since this is a tutor’s most important characteristic, you will practice this often. Patience will reward you throughout life.
- **Knowledge** – The more you tutor, the more you learn about your subject area. The very act of communicating the knowledge to your tutees will broaden your own base.
- **Resume** – Since being a tutor does require special knowledge and skill, think how great it’s going to look on your resume.
- **Role Model** – It’s hard to work and go to school. It’s hard to have patience and empathy for others when your own life needs your attention. People will know this and will become encouraged by your action, thinking: “If he/she can persevere, then so can I”.
- **Ability to Listen** – Communication is both speaking and listening. One of a tutor’s hardest jobs is to listen and to speak less. Learning to listen effectively will improve not only your school and work relationships, but also your personal relationships.
- **Empathy Skills** – You become sensitive to the intellectual and emotional needs of others.
- **Respect** – Being a tutor requires special knowledge and skills. People will respect you for that.

How can tutors help students?

- Help clarify confusing parts of a lecture or text
- Help solve problems by suggesting possible approaches or solving similar problems
- Give comments or advice on written assignments
- Help determine strengths and weaknesses in the subject/course being tutored
- Assist in applying concepts
- Review the syllabus and help predict the material that will be focused on during the semester

Group Tutor Qualifications

- “B” or better in course tutored
- Overall GPA of 2.5 or better
- Excellent oral communication skills
- Strong interpersonal communication skills
- Respect for individuals from diverse backgrounds
- Ability to work independently without constant supervision
- Recommendation of Collin Instructor

Note: If you do not know any Collin Instructors, you will be given names to meet instructors for possible recommendations.
**Tutor Pay Rates** (subject to change)

*Effective September 15, 2013*

There are six levels for tutors. Each level has a different pay rate and educational requirement.

- **Student Assistant** - $9.88/hour: completed no college-level coursework.
- **Level I** - $9.88/hour: completed 1 freshman-level course in the discipline.
- **Level II** - $10.43/hour: completed 1 sophomore-level course in the discipline or equivalent.
- **Level III** - $10.98/hour: completed 60+ hours with credit for 2 sophomore-level courses in the discipline.
- **Level IV** - $12.08/hour: Bachelor’s degree in subject in which tutoring.
- **Level V** - $15.53/hour: Master’s and above, including major or 18 graduate hours in the subject being tutored.

**Group Tutor Responsibilities**

Group Tutors are required to perform duties in a dependable, responsible, and professional manner, including:

- Arriving on time to group tutoring sessions
- Staying the entire scheduled group tutoring time, whether or not students show up
- Maintaining confidentiality with students
- Keeping neat and accurate records in accordance with the ACCESS Tutoring Services Office

**Group Tutoring Details**

- There is NO one-on-one tutoring.
- The Coordinator of Student Support Services will set up the group tutoring sessions after the Group Tutor turns in all required paperwork and meets with the Coordinator of Student Support Services.
- The Tutor Application has a section to list availability and preference of courses to tutor.
- The group tutor will be notified by e-mail when to start, room assignment/s, and other details.
- The group tutor must make a sign-in sheet available at each and every group tutoring session. Tutors are provided with sign-in sheets.
- Students are required to sign in to each and every group tutoring session, even if they attended before.
- Turn in all the completed sign-in sheets once a week.

**Length and Location of Tutoring Sessions**

- Most group tutoring sessions are scheduled in one to two hour blocks on a weekly basis.
- Group tutoring can be scheduled at Central Park Campus, Preston Ridge Campus, and Spring Creek Campus, as long as there is room availability.
- Group tutors schedules are worked out keeping in mind the group tutor’s availability and the schedule of classes for that particular semester.
- All group tutors are expected to be available the entire time they are scheduled to tutor, even if no students show up. (Example: a group tutoring session is scheduled 3 p.m. – 4 p.m. The tutor notes that 15 minutes into the session no students show up. Tutor is required to stay the entire hour in case students show up at a later time within the hour.)

**Private Tutoring**

- Tutors that are working for ACCESS Tutoring services are placed on the private tutor list, with their permission. (No other tutors are placed on the private tutor list.)
- **Flyers advertising private tutoring on campus are not permitted.**
- Private tutors determine their pay rate and availability.
Other

- All Collin employees are paid once a month.
- This is a part-time position with no benefits.
- Group tutors can work no more than 19.5 hours each week.
- Group tutors are requested to group tutor the entire semester.
- Tutors are expected to notify the Coordinator of Student Support Services and/or the ACCESS Office in a timely manner if they are unable to make it to a scheduled group tutoring session.

Apply Online!

- To find out if a position is available, go to the college’s website. www.collin.edu
  - click “jobs”
  - click “search jobs”
  - under category, click “part-time staff”
  - click “search”
  - click “PT – Tutor (ACCESS) Level I-V”

- If you are interested, please apply online. You will be contacted by email.

Required Paperwork

Note: do not complete any paperwork until the Coordinator of Student Support Services recommends you do so. Otherwise, you may complete something unnecessarily.

- Tutor Application, complete with Collin Instructor recommendation (required for both part-time and student assistant positions)
- Official transcripts (Note: official transcripts with the notation “issued to student” will not be accepted.) Effective August 31, 2001, individuals with international transcripts are required to get a course-by-course evaluation (this evaluation must include a general evaluation) to be considered as a tutor. Most course-by-course evaluations will include a general evaluation. Please confirm this with the evaluation agency you choose. Furthermore, the Human Resources Office at Collin requires you to also include an official transcript translated in English with your application. For a list of approved Foreign Credential Evaluation Agencies, please contact Human Resources at 972-758-3857.
- You will be notified of other required paperwork at a later date.

Thanks again for your interest in being a group tutor at Collin College! If you are interested in being a group tutor after reading this information, please apply online. Follow directions above. If you have questions, please contact Michele Boverie, 972-881-5128, MBoverie@collin.edu. (Preferred method of contact is email.)