

## DEANS OFFICE TUTORING PROGRAM

The Dean of Students Office needs tutors in all areas, but particularly in the core classes, e.g., CH1, CH41, MA1, MA2, PH 1, PH 2, etc. The hourly rates are: Freshman \$14.25, Sophomore \$15.00, Junior \$15.75, Senior \$16.50 and Graduate \$17.00.

### JOB DESCRIPTION

The tutor will meet with the student on the schedule established between the tutor and the student. The tutor is expected to create an atmosphere of interactive learning.

### QUALIFICATIONS

- Current enrolled Caltech student
- In good academic standing
- Grade of A or B in course tutoring
- Ability to communicate ideas clearly
- Not employed on campus as a Teaching Assistant in the subject they will tutor
- Not subject to disciplinary action during period of employment as a tutor
- Minimum 3.0 GPA, both overall and in major

\_\_\_\_ I meet **all** qualifications listed above

\_\_\_\_ I **do not** meet all qualifications listed above.  
Please explain

### DUTIES AND RESPONSIBILITIES

- The tutor is expected to help the student understand the course material s/he has agreed to tutor.
- The tutor needs to provide individual study strategies (i.e. time management, note-taking, textbook reading, test-taking assistance when appropriate.)
- The tutor must report tutoring hours when requested by the Deans' Office.
- The tutor must participate in the evaluation process.

\_\_\_\_ I understand the duties and responsibilities for this job.

### REPORTING TIME

- **You cannot work for more than 5 hrs without taking a 30-minute break (make sure to include your 30-minute break for each 5 hour period worked)**
- If you are working more than 8 hours a day (including hours for another job/assignment) you need to make sure your supervisor(s) knows and approves.
- Time worked for this assignment cannot overlap with time worked for other assignments (i.e. you cannot end one assignment at 2:00 pm and start another one at 2:00 p.m.)
- You will receive an email from the Deans' Office to request your hours every other Tuesday.
- You are required to come to the Deans' Office to sign your email before being paid. Your email will have further instructions.

\_\_\_\_ I understand the process for reporting time and will comply with it.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**Please list below the courses you are available to tutor. If applicable, specify if course is practical or analytical or what track you want to tutor (i.e CS11(c), CS11(c++))**

**1st Term (a):** \_\_\_\_\_

**2nd Term (b):** \_\_\_\_\_

**3rd Term (c):** \_\_\_\_\_