

You must answer all questions and provide a copy of your current transcript(s) to be considered for an interview.

Personal Information

Last Name: _____ First Name: _____ Middle Initial: _____
SSN#: _____ myWSU ID: _____
Date of Birth: _____ (MM/DD/YY) Email: _____
Address: _____ City: _____ State: _____ Zip: _____
Home phone: (____) _____ Work phone: (____) _____
Check one: U.S. Citizen [] Permanent Resident [] International Student []

Current Employment Information

Are you eligible for Work-study (funding available through the FAFSA application process)? Yes [] No []
Are you currently employed on campus? Yes [] No [] If yes, total weekly # of work hours: _____
WSU Department employed by: _____ Box #: _____ Phone #: _____
Name and title of WSU work reference: _____

Educational Information

Currently enrolled at WSU? Yes [] No [] College classification: _____
Number of semesters at WSU: _____ GPA in Major: _____ Cumulative GPA: _____
Major(s): _____ Graduation Date (approx.): _____
List extracurricular activities/organizations in which you have been involved at WSU/your community

_____ List

honors or awards you have received at WSU and your community

Tutoring Experience

List any experiences which you feel will qualify you for this position

I certify that all information provided in conjunction with this application is true and correct to the best of my knowledge. I authorize Student Support Services to have access to my school records for program purposes and understand that these records will be held in strict confidence.

Signature: _____ Date: _____

Wichita State University does not discriminate in its employment practices, educational programs or activities on the basis of age, color, disability, gender, gender expression, gender identity, genetic information, marital status, national origin, political affiliation, pregnancy, race, religion, sex, sexual orientation, or status as a veteran. Retaliation against an individual filing or cooperating in a complaint process is also prohibited. Sexual misconduct, relationship violence, and stalking are forms of sex discrimination and are prohibited under Title IX of the Education Amendments Act of 1972. Complaints or concerns related to alleged discrimination may be directed to the Director of Equal Opportunity or the Title IX Coordinator, Wichita State University, 1845 Fairmount, Wichita KS 67260-0138; telephone:(316)-978-3187.

**TUTOR JOB DESCRIPTION
STUDENT SUPPORT SERVICES (SSS)
WICHITA STATE UNIVERSITY**

To be eligible for consideration as a tutor for TRIO Student Support Services, one must:

1. Be enrolled as a sophomore, junior, senior or graduate student at Wichita State University.
2. Have a cumulative GPA of 3.0 or better.
 - a. Undergraduates must maintain this GPA every year unless special circumstances apply.
 - b. Graduate students with a 3.0 GPA or better could be considered; however, their undergraduate transcript must be reviewed in order to verify their eligibility to tutor courses needed by program participants.
3. Have a letter grade of B (B- in systems with +/- grading scale) or better in the course s/he wants to tutor.
4. Have good communication skills.
5. Have a strong desire to help first generation and limited income students and students with disabilities.

Tutors are students at Wichita State University (WSU) with at least a cumulative 3.0 GPA. An effort is made to select students who are sensitive to peer needs, are aware of the problems facing first generation and limited -income students, and can serve as paraprofessionals and role models for academic success. Tutors are responsible for the delivery of tutorial services to SSS Program students on a one-on-one basis. Tutors report to the coordinator of the Tutorial and Training Component and have continuous dialogue with the student's academic advisor. Tutor responsibilities include:

1. Attending all Tutor Training sessions at the beginning and ending of each semester.
2. Checking your mailbox weekly unless notified otherwise.
3. Providing weekly tutoring in at least one subject to students assigned to you.
4. Assisting in the development of positive study habits, study skills, and learning modalities of tutored students.
5. Providing regular feedback to SSS Academic Advisors on your student's academic progress.
6. Completing and submitting your time logs and timesheets electronically by the due date as required. (If you do not submit time and hours worked in a timely manner, there is no guarantee that you will be paid retroactively.)
7. Attending a Mid-Semester Conference with all students you are tutoring and their advisors.
8. Contributing to the continuous improvement of the quality of the tutorial process.
9. Completing a Tutor Perception survey at the end of each academic year, or the last semester you tutor.
10. Actively participating in related activities of the tutorial component to achieve the Student Support Services (SSS) Mission:

Mission

To provide academic support services that help first generation, limited income students, and students with disabilities successfully persist and graduate from Wichita State University.

Vision

To become a model of excellence in assisting first generation, limited income students, and students with disability to persist and graduate from college

Core Values

Committed to providing efficient, effective and excellent services to our students.

Benefits of being a SSS Tutor

As a Tutor, you will gain practical experience in:

Time management	Working in a multi-cultural setting
Organization skills	Contract negotiation
Public relations	Conducting brief meetings
Intercultural communication	Planning and scheduling skills
Developing leadership skills	Tracking and monitoring academic progress

You can also receive/obtain:

College Reading and Learning Association (CRLA) – International Tutor Training Program Certification.