



**GREAT FALLS  
COLLEGE**

**MONTANA STATE  
UNIVERSITY**

**ACADEMIC SUCCESS CENTER**

**PROFESSIONAL (DEGREE HOLDING) TUTOR APPLICATION**

**Personal Information:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Subject(s) for Which You Are Applying to Tutor:

Are you a citizen of the United States? Yes No If no, are you authorized to work in the U. S.? Yes No

**Qualifications:**

- A degree in the subject area (or closely related field) in which you wish to tutor
- A commitment to professionalism, patience, and courtesy
- A commitment to attend scheduled tutor training and/or meetings
- A personal and professional commitment to academic honesty

**Application Requirements:**

- A letter explaining your interest in becoming a tutor
- College transcripts (unofficial are fine)
- Resume or Curriculum Vitae
- Contact information for 3 professional references
- Availability schedule

**Educational Attainment**

Level	Name & Location (city/state)	Course of Study/Major	Completed Degree (example: AA, BA, MA)
Last High School Attended			
College or University			
Graduate School			
Business or Vocational			
Other (please specify)			

**Personal Licenses or certificates:**

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**Employment:**

Have you ever been employed by Great Falls College MSU? Yes      No

If yes, in what department? \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

**References:**

Please list the names and contact information of professional references:

Name and Title	Company and Address	Telephone and Email

Describe other relevant experiences not listed above (such as volunteer work, professional associations, etc.)

Indicate special relevant qualifications, such as typing, kinds of equipment or machines you can operate, specialized training, foreign language ability, honors, awards, fellowships.

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Please include a resume or curriculum vitae as part of your application.

Have you been convicted of a felony within the last seven (7) years? (Convictions will not necessarily disqualify a applicant from employment. Yes      No

\*If yes, please explain on a separate piece of paper.

**MISSION**

The Academic Success Center's mission is to help students meet their academic goals by empowering them to become confident, capable, independent learners.

**OBJECTIVES**

1. Provide tutoring for developmental and transfer-level math and English courses, science courses, and for other courses as needed.
2. Coordinate with faculty members to support classroom instruction.
3. Support the organization of study groups to enable students to work together to achieve academic goals.

4. Identify and implement additional services that may support students' academic success, based on both expressed and demonstrated needs.
  5. Increase tutors' development by certifying all tutors at Level 1 of the College Reading and Learning Association (CRLA) certified tutor training program and offer Level 2 training.
- Essential Tutor Responsibilities

### Essential Tutor Responsibilities

- Be on time and prepared for scheduled tutoring sessions.
- Maintain confidentiality.
- Focus on students' academic success.
- Do not do the students' assignments.
- Be respectful of instructors, other tutors, and students.
- Ensure students have signed in to the tacking system.
- Attend staff meetings and training sessions.
- Notify your supervisor in advance of absences.

### Affirmative Action Statement

Great Falls College Montana State University is committed to providing a working and learning environment free from discrimination. As such, the College does not discriminate in the admission, access to or conduct of its educational programs and activities nor in its employment policies and practices on the basis of race, color, religion, national origin, ethnicity, creed, service in the uniformed services (as defined in state and federal law), veteran status, gender, age, political beliefs, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation or preference. In support of the College's mission to be inclusive and diverse, applications from qualified minorities, women, veterans and persons with disabilities are highly encouraged.

Great Falls College Montana State University makes accommodation for any known disability that may interfere with an applicant's ability to compete in the hiring process or an employee's ability to perform the duties of the job. In compliance with the Montana Veteran's Employment Preference Act, GFC MSU provides preference in employment to veterans, disabled veterans, and certain eligible relatives of veterans. To claim veteran's preference or request accommodation, contact the Human Resources Office, Great Falls College Montana State University, 2100 16th Ave S, Great Falls, MT 59405; 406-268-3712; [jobs@gfcmsu.edu](mailto:jobs@gfcmsu.edu).

GFC MSU's Non-Discrimination Policy and Discrimination Grievance Procedures can be located on the GFC MSU Website: <http://www.gfcmsu.edu/about/policies/400policies.html>

### Disclaimer and Signature

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false or misleading information in my application may disqualify me from consideration for employment, or if hired, may be grounds for termination at a later date.*

*I authorize all former employers to release job-related information they may have about me to Great Falls College MSU or its agents and employees. I release all persons or companies from any liability for providing such information.*

Would you like to be notified prior to contacting your current/previous supervisor for a reference?

7/27/2023

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please print, sign, and submit the application with a copy of your transcript and letter of interest to:

[mackenzie.merja@gfcmsu.edu](mailto:mackenzie.merja@gfcmsu.edu)

Academic Success Center  
Great Falls College Montana State University  
2100 16<sup>th</sup> Avenue South  
Great Falls, MT 59405

Final hiring of all tutors is at the discretion of the Director of Academic Success and Accessibility.