Academic Success Center (ASC) Tutor, R1905

Salary: $16.00 Hourly

Location: Bellevue WA, WA

Job Type: -Hourly

Division: Academic Affairs

Job Number: R1905

Job Status: Part-TimeTemporary

DESCRIPTION
The Academic Success Center (ASC) is looking for highly motivated tutors with comprehensive subject knowledge and effective interpersonal and communication skills. Primary responsibilities involve tutoring Bellevue College students within the ASC or at a satellite location. Tutors should be proficient in their subject area and be patient, empathetic, and equitable when engaging students. ASC tutors are not instructors and are not responsible for teaching course content or material.

Tutors must be available for tutoring during the ASC’s hours. Tutor's hours are determined quarterly based on their availability and the ASC’s need. Student tutors can work up to 19 hours a week. Non-student tutors can work up to 16 hours a week. Tutors are required to participate in tutor training prior to and during their time as an ASC tutor. Tutors who complete at least 10 hours of training will receive an internationally-recognized certification from the College Reading & Learning Association (CRLA).

ABOUT THE DEPARTMENT:
The Academic Success Center (ASC) is committed to providing high-quality tutoring and educational resources for all students enrolled at Bellevue College. The ASC offers drop-in tutoring, individual tutoring appointments, workshops, and resources such as textbooks and calculators for lending. It is the largest student employer on campus and is second in total visits only to the LMC. The goal of the ASC, its tutors, and its labs is to enable students to succeed in their studies and become independent, life-long learners.

QUALIFICATIONS/CORE COMPETENCIES
MINIMUM QUALIFICATIONS:
• Overall GPA of 3.2 or above, either currently or in previous education
• A, A- or B+ in subject areas you wish to tutor
• Approval for each course/subject area you plan to tutor in
• BC Students: Need instructor approval
• Non-students: Need departmental approval via unofficial transcript

PREFERRED QUALIFICATIONS:
• Ability to communicate effectively with multicultural populations and to facilitate equitable learning
• Patience and empathy for students’ individual learning styles
• Desire to empower students and help them become independent learners
• Commitment to tutor at least three consecutive quarters

SPECIAL INSTRUCTIONS FOR APPLICANTS

Background Check:
Prior to a new hire, a background check will be conducted. Information from the background check will not necessarily preclude employment, but will be considered in determining the applicant’s suitability and competence to perform in the position.

How to Apply:

• Attach a copy of your unofficial transcript to application
• Turn in your application to the ASC front desk (D204)
• Applications will be reviewed in response to staffing needs
• If positions are available, you will be contacted via email for an interview

Please email asc@bellevuecolleg.edu or call 425-564-2200 or stop by D204 for further questions.

To apply, visit https://apptkr.com/1929004

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