2015-2016 Computer Information Systems Tutor Application

Required:

- **Basic Requirements for all CIS tutors**: Successful completion of at least six (6) CIS computer courses at PCC, WR 121 and MTH 65
- **Windows Networking Tutor**: The six (6) CIS classes must include CIS 140M, CIS 179, CIS 240M and CIS 288M
- **Linux Networking Tutor**: The six (6) CIS classes must include CS 140U, CIS 179 and CIS 240L
- **Database Tutor**: The six (6) CIS classes must include CIS 121, CIS 122, one term of a language (CS 161, CIS 133J, CIS 133N, or CIS 133W), and CIS 275

Additional Skills Needed:

- You must be in **Academic Good Standing** at the start of fall term.
- You must remain in Academic Good Standing for every term you tutor.
- **Grades of B or better are required in all computer coursework. Students with all A’s in their computer coursework are given preference.**
- Excellent communication and customer service skills
- Professionalism and Dependability
- Self-motivation and the ability to work independently
- Desire to work with students
- Ability to sit, stand and freely move around computer lab
- Ability to work with a computer mouse and keyboard
- Ability to understand and communicate clearly in spoken English
- A criminal background check may be required before employment

What we offer:

- Opportunity to work as a part of an educational team in a professional environment
- Opportunity to deepen your own computer knowledge
- Chance for personal and professional growth
- Hourly pay

Tutors provide tutoring services on a drop-in basis on the Sylvania Campus; students will approach you for assistance but we also expect you to walk through the lab occasionally to see if there are students who need your help. Usually you will work one-on-one with students to assist them with concepts, particular homework/lab problems.
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There will be one tutor meeting a term to discuss issues that may have come up during that term. You will be paid to attend these meetings. We will let you know the schedule in advance so that you may be able to arrange your personal schedule in order to attend. Our tutors are an important part of our program, and we appreciate your interest in this position!

Name: ___________________________   G#: ___________________________

Phone: ___________________________   Email: ___________________________

Availability: Please, place an X for those days and times that you have available to work. I would like to work the following number of hours: _________

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Personal References: Please provide the names of two (2) people who know your computer skills and/or customer service skills (PCC Instructors preferred).

________________________________________________________________________

________________________________________________________________________

See next page....

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Name: ______________________________________________

Please read and sign below:

- I understand this is not a full time position
- I understand that, if hired, I am being hired to work for one term only.
- I understand that, if hired, I would need to be available to work at least five (5) hours a Week.
- I understand that there is no guarantee of any number of hours.
- I understand there are no benefits to this position.
- I give the Computer Technologies department permission to review my transcripts, to determine the classes in which I am qualified to provide tutoring.

Signature: __________________________________________

Date: ______________________________________________

Submit application to David Schooler in TCB 312 on the Sylvania Campus. You may also fax or email your completed application to:

Fax: 971-722-8335
Email: david.schooler@pcc.edu

Thank you!

09/24/2015