

## TECHniques Center Information for Prospective Tutors

### Overview

The TECHniques Center is an academic enhancement program, which provides supplemental academic support services to meet the needs and promote the retention of undergraduate students with documented evidence of learning disabilities and attention deficit disorders. Tutors at the TECHniques Center are trained in workshops and seminars to develop skills for working with different learning styles and disabilities, making them eligible for certification through the College Reading and Learning Association. The main responsibility is providing one-on one interactive content tutoring, with guidance in academic and life skills essential to a successful college career.

### Benefits

- Flexible hours
- Paid training
- Starting pay is \$9.00/hour, with potential for raises each semester
- Certification from the College Reading and Learning Association
- Documented experience & evaluations

### Requirements

- 40 credit hours at the time of the first tutoring assignment
- A cumulative GPA of at least 3.0, and an A/B in the subject being tutored
- **Attendance at all training sessions.** There is a two-day workshop at the beginning of each semester, as well as meetings throughout the semester.
- A willingness to maintain student confidentiality and follow all departmental policies.
- Excellent oral and written communication skills in order to ensure a high level of learning and understanding between the tutor, the student, and staff members.

### Preferred Qualifications

- Able to commit to at least 12 hours of work each week
- Enrolled in no more than 16 hours during initial hire semester

### Application Process

1. Obtain an application from our website, [www.depts.ttu.edu/techniques](http://www.depts.ttu.edu/techniques), or from 242 West Hall.
2. Submit resume, including two professional references.
3. Bring application to 242 West Hall, or mail or fax completed application and resume to:

TECHniques Center  
Texas Tech University  
Box 45007, 242 West Hall  
Lubbock, TX 79409-5007  
806-742-1822  
806-742-0295 (fax)



## TECHniques Center Tutor Application

### Basic Information

Full name: \_\_\_\_\_ Social security number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ E-mail: \_\_\_\_\_

Local Address: \_\_\_\_\_ Cell/local phone: \_\_\_\_\_

Major: \_\_\_\_\_ Minor: \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_

Credit hours completed: \_\_\_\_\_ Credit hours to be earned by tutoring semester: \_\_\_\_\_

### Application Information

Are you able to attend a two-day workshop at the beginning of the semester? \_\_\_ YES \_\_\_ NO

Will you be employed elsewhere at the same time you are a tutor? \_\_\_ YES \_\_\_ NO

If yes, where and for how many hours? \_\_\_\_\_

Are you eligible for work study? \_\_\_ YES \_\_\_ NO (You do not have to be eligible to become a tutor.)

How many hours are you hoping to work each week? \_\_\_\_\_

### Additional Information

1. How did you hear about the TECHniques Center and why are you applying?

2. According to StrengthsQuest, what are your top five strengths? If you have not taken this assessment, please get your code at [www.strengthsquest.ttu.edu](http://www.strengthsquest.ttu.edu) and follow the instructions for completion.

3. Do you have any previous tutoring experience? If so, please describe.