TECHniques Center
Information for Prospective Tutors

Overview
The TECHniques Center is an academic enhancement program providing supplemental academic support services to meet the needs and promote the retention of undergraduate students with documented evidence of Learning Disabilities, Attention Deficit – Hyperactivity Disorders, and Autism Spectrum 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 of tutors 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 $10.00/hour for undergraduates and $11.00/hour for graduates
- Tutor certification from the College Reading and Learning Association
- Ongoing support, feedback, and evaluation
- Documented experience and evaluations to use for resumes, interviews, and job references

Requirements
- 40 credit hours at the time of the first tutoring assignment
- A cumulative GPA of at least 3.0 with an A/B earned in the subjects tutored
- **Attendance at all training sessions**, including a mandatory two-day workshop at the beginning of each semester and monthly trainings and meetings
- 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

Ideal Qualifications
- Strong understanding of course material
- Sensitivity to and understanding of the unique needs of our students
- Positive attitude, energy, and eagerness to work with as a team
- Strong organizational and time management skills
- Genuine concern for others and the desire to help fellow students

Required Paperwork
1. A completed Tutor Application.
2. Resume or C. V., including previous work experiences and references.
3. Undergraduate transcripts (if an international student).
4. Bring Tutor Application, resume, and undergraduate transcripts (if applicable) to 1H1 West Hall. You may also mail or fax materials to:

TECHniques Center
Texas Tech University
1H1 Weeks Hall, Box 45007
Lubbock, TX 79409-5007

Applications are reviewed on a first-come, first-serve basis, and tutors are interviewed and hired according to our current student needs. ***Submitting an application does not automatically result in an interview.***

Keep this page for your records.

TECHniques Center Tutor Application

Basic Information
Please write legibly.

Full name: _____ R#: _____

E-mail:_____

I would like to receive updates from the TECHniques Center via my email address _____Y or N_____

Local Address: _____ Cell/local phone: _____

Are you legally eligible to work in the United States (or will be at the time of employment)? _____

Are you 18 years of age or older? _____

Application Information

Major: _____ Minor: _____ Cumulative GPA: _____

Credit hours completed as of today: _____ Credit hours to be earned by tutoring semester: _____

How many semesters have you been a student at Texas Tech University? _____

Expected graduation date:_____

Are you able to attend a two-day workshop at the beginning of the semester (before classes begin)?
___ YES ___ NO

Will you be employed elsewhere at the same time you are a tutor? This includes work off campus, on campus, and/or through a research or graduate program. ___ YES ___ NO

> If yes, where and for how many hours? _____

Note: Texas Tech University limits the total number of hours you can work on campus to 20. Therefore, we request that this be your only on campus job.

> If you will be employed as a graduate student on campus, will you be able to obtain departmental approval to be employed at the TECHniques Center? _____

Are you eligible for work study assistance? ___ 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. Why are you interested in a tutoring with us?

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

3. Please share with us three qualities you have that you think would make you an excellent tutor:

4. How did you hear about the TECHniques Center?

By submitting this application, I grant the TECHniques Center permission to access and review my Texas Tech University transcript, including courses transferred from another institution.

I verify that the statements I have made in this application are true and complete. I understand that if I am hired, any false or incomplete statements in this application will be grounds for immediate discharge.

Signature _____   Date _____