



## FAQ for Faculty about Tutor Recruitment

### What are the qualifications to be a tutor?

- Strong interpersonal skills
- Available at least 10 hours a week
- An A or B in the course(s) they want to tutor
- Recommendation from the instructor(s) who taught them the course(s) they want to tutor or recommendation from the supervisor(s) who manage TASC
- Eligible for employment by the district

### Why should I recommend my students to become tutors?

The success of the Tutoring and Academic Support Center depends on finding and hiring great peer tutors to work with our students. By identifying potential tutors, you're both acknowledging the hard work of your students and helping us assist other students who will take your courses in the future.

### If I recommend a student, are they automatically hired to become a tutor?

No, your recommended students will be invited to apply for a position with TASC.

### What is the tutor recruitment process?

Once we receive faculty recommendations, we send potential candidates a letter inviting them to apply to be a tutor. Then we begin the difficult task of reviewing applications and selecting applicants who can tutor multiple courses that are in high demand. Interviews are held in July and the tutors selected for positions receive mandatory training in communication, learning styles, and peer tutor skills prior to the start of the fall semester. Those hired to be group facilitators or Community Learning Center Tutors receive additional training in these specialty areas.

### Why ask for recommendations now? What if I don't know the students' grades yet?

In order to complete our hiring and training process prior to the start of the fall semester, we ask for recommendations now. We check transcripts and hiring is contingent upon a final grade of A or B. We encourage you to send us recommendations throughout the year, but keep in mind students have a May 31<sup>st</sup> application deadline.

As a College Reading and Learning Association certified program ([www.CRLA.net](http://www.CRLA.net)) our tutor certification process sets an internationally accepted standard of skills and training for tutors. TASC is authorized by CRLA to issue certificates to tutors meeting its CRLA approved requirements for Level 1, 2 and 3. Each level requires ten hours of training in specific topics and 25 hours of tutoring experience.

### What can I do to encourage my students to apply?

Identify as many qualified students as possible since not all students will be interested or available. Students are more likely to apply if they talk with faculty about the possibility of tutoring. You can also bring them into our centers to foster the confidence and excitement that leads to a strong pool of applicants. Your outreach to eligible students who do not fit the typical tutor profile is particularly important in creating a diverse staff.

### Why aren't there tutors for all of the courses I teach?

- There may be an insufficient demand to staff some courses. We try to meet the needs for these courses by identifying a student who can tutor multiple subjects, so that there is enough work to create a commitment to the job. In this way, we meet the need for tutoring while making realistic staffing decisions.
- Occasionally, no qualified students can be found to tutor a course, regardless of the demand for services. It may be that the promising candidates transfer or enter that field of work after completing the course. It may be that the field of candidates is small and no suitable or interested students emerge.

### Why would students want to tutor?

We have an entire FAQ for students too. Potential candidates will receive it with their invitation to apply and it's also available on our website and our front desks. But to encourage them, you might want to tell them that we fit their hours around their student schedules and that there's nothing like tutoring a subject to deepen content knowledge.

**If you have any additional questions, please contact Edward Pohlert at x6345.  
[miracosta.edu/tutoring](http://miracosta.edu/tutoring)**