



Tutor Applicant:

Thank you for your interest in a tutor position within The University of Maryland Department of Intercollegiate Athletics Academic Support & Career Development Unit (ASCDU). Our department strives to cultivate an effective learning environment for Terrapin student-athletes while fostering the continued development of academic and self-management skills necessary in **LIFE**. To aid in this endeavor, ASCDU provides a variety of academic support services to student-athletes including academic counseling, writing support, learning support services, supervised study, academic skill development, Student Welfare and Career Development opportunities, and math and language support.

ASCDU's learning support services include a tutor program offered to all varsity student-athletes on an individual, small-group, and walk-in basis. Currently, our tutor program fills approximately 500 tutor requests each semester and staffs over 100 tutors. Utilizing a "peer tutor" model, the student-athlete is assigned a qualified tutor of similar status (e.g., undergraduate or graduate student) who has taken and demonstrated proficiency in the course material. Tutoring is an effective means for student-athletes to improve overall understanding of course material, develop strong study skills/habits, and ultimately reach their academic goals. Student-athletes may request a tutor for a variety of reasons; therefore, tutors may work with students who are having trouble passing a course or students who simply wish to raise their course average (e.g., from a B to an A). If utilized properly, tutoring can be an extremely valuable learning tool for both the tutor and tutee.

Tutoring impacts the academic life of another person. In general, all ASCDU tutors must possess more than just proficiency of course material. Tutor applicants must also demonstrate effective communication, organization/time management, goal-setting, and problem-solving skills. To tutor for ASCDU, qualified applicants must receive pre-tutoring training to ensure understanding, and willingness to comply with, applicable UMD, NCAA, Big Ten, and ASCDU policies, procedures and guidelines. Additional training and tutor meetings will also be required during the academic year. Overall, tutoring student-athletes demands a commitment of time, energy, patience, and diligence.

Please review the enclosed information thoroughly to determine if you are interested in applying. If you are, please accurately and thoroughly complete the application form and return all required documentation ASCDU Tutor Program Coordinators (1697 Terrapin Trail, Xfinity Center or [terptutor@umd.edu](mailto:terptutor@umd.edu)). All materials will be reviewed, and if selected, applicants will be contacted. Please note that submitting an application does not guarantee employment. Should you have further questions or concerns, please contact Sharon Staples or Courtney Hoffmann at 301-314-0690 or email [terptutor@umd.edu](mailto:terptutor@umd.edu).

## **TUTOR QUALIFICATIONS & REQUIREMENTS**

The tutoring program's primary goal is to provide student-athletes with quality academic assistance through regular meetings to clarify learning objectives and work on study skills. To accomplish this goal, all tutors for ASCDU must possess the minimum qualifications as well as a desire to provide high-quality tutorial services.

### Minimum Qualifications:

- Must be at least a college sophomore, junior, senior, or graduate student.
- Must possess and maintain a cumulative GPA of 3.00 or higher.
- Must have previously taken and earned at least an A- in the course, taught the course at UMD or another institution and/or demonstrate competency in a specific content area (e.g., math, language, etc).
- Must be available to work weekdays, evenings, and weekends [Sunday] for individual or group appointments.
- Must possess effective verbal and written communication skills.

### Other Requirements:

- Attend meetings and training workshops.
- Submit documentation of tutorial sessions.
- Provide content support through supplemental instruction.
- Offer assistance with developing study strategies and weekly study plans.
- Prepare adequately for tutoring sessions to ensure the tutee's academic development.
- Assess the tutee's progress throughout tutoring sessions.
- Serve as a positive academic role model.
- Must be patient and professional.
- Willing to work with diverse learning needs and utilize a variety of learning strategies.
- Must maintain confidentiality at all times and not discuss any student-athlete's grades or progress with anyone other than designated ASCDU staff.
- Ensure academic integrity by following applicable NCAA, UMD, and ASCDU policies.

## **TUTOR SELECTION & ASSIGNMENTS**

- Submitting an application does not guarantee employment. When an application packet is received, it is reviewed to determine whether the minimum qualifications are met. Because only one applicant can be hired per position, all qualified application packets will remain on file for consideration of a tutor position as they become available during.
- If ASCDU has a need to hire a tutor for the course(s) that the applicant is qualified to tutor, he/she may be contacted regarding the interview and hiring process. This includes the completion of new hire paperwork for final approval to ensure the applicant meets all minimum qualifications and requirements to work as a tutor. If approved, the applicant may be offered a position. At that time, he/she will be contacted to participate in a new tutor orientation/training which is required prior to tutoring student-athletes. Upon successful completion of the new tutor orientation/training, the applicant will be placed on ASCDU's tutor roster.
- Once a tutor is placed on ASCDU's tutor roster, tutees will be assigned according to student-athlete demand, tutor availability and tutor qualifications.
- Tutors should expect to meet at least once a week for one hour with each tutee they are assigned. If it is determined that more than one hour per week is necessary to meet the student-athlete's course needs, additional tutoring sessions may be scheduled.
- Since tutoring demands and student-athlete schedules vary, ASCDU cannot guarantee a consistent schedule or a set number of hours each week or semester. For that reason, tutors are encouraged not to depend on tutoring as a sole source of income.

## RELEASE AND DISMISSAL

*Termination of employment as a tutor may result from a variety of performance-related concerns such as, but not limited to the following:*

- Failure to uphold the general duties and responsibilities of a tutor as outlined in the Tutorial Program Manual.
- Failure to observe the rules and policies of the ASCDU Tutorial Support Program, the University of Maryland, and the NCAA.
- Continued failure to submit tutor session reports in a timely manner as well as failure to routinely turn in required payroll documentation.
- Deficient academic skills.
- Falsification of Payroll forms and/or hours worked.
- Failure to keep tutor assignments.
- Violations of University policies regarding academic integrity.
- Violations of ASCDU policies regarding fraternization specific to student-athletes.
- Disruptive behavior that calls unfavorable attention to the tutor as a representative of the ASCDU, to the student-athletes or to the University of Maryland Athletics Department.

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Upon reviewing all of the above information about ASCDU's tutor program, if you are interested in applying for a position, please submit the following materials to the Academic Support & Career Development Unit's Program Coordinators at 1697 Terrapin Trail, Xfinity Center or [terptutor@umd.edu](mailto:terptutor@umd.edu)

### APPLICATION PACKET CHECKLIST

- Completed application
- One attached a letter of recommendation (*\*faculty or staff member may email their recommendation to [terptutor@umd.edu](mailto:terptutor@umd.edu)*)
- Transcript
  - ✓ Current UMD students may submit an unofficial copy
- One Page Personal Statement
  - ✓ 1) how you learned about this position;
  - ✓ 2) why you are interested in tutoring student-athletes;
  - ✓ 3) any prior tutoring or teaching experience; and
  - ✓ 4) other skills/qualities you possess that are relevant to working as a tutor.

**Please note that incomplete application packets will not be considered.**