Student Employment – Navigator Tutors (English or Math)
Office of Diversity & Retention, North Star Navigator Program

The Office of Diversity & Retention hires eligible students to provide individualized navigation, 1-on-1 tutoring for NSCC students enrolled in ESL 011-062, Developmental English or Developmental Math (MATH 081-098: basic math through intermediate algebra. Priority tutoring given to students enrolled in MATH 081).

Looking for Employment?
Earn extra money. Take leadership. Gain experience & build your resume. Give back to others and your college. Deepen your knowledge of Math and English.

Tutor Eligibility:

- Completed College Level English (beyond ENGL 101) and/or Math Courses (beyond MATH 098) (requires resume and/or transcript verification; please provide with your application)

Tutor Responsibility:

- Manage a case load and tutor up to 3 students per quarter
- Provide 1-on-1 tutoring
- Tutoring sessions last 1 hour and occur 2 or 3 times per week
- Maintain open communication, regular contact with assigned students, and support on a regular basis throughout the quarter
- Monitor, record, track, and report each student’s progress, or lack thereof, in completing the goals outlined in the student’s success plan
- Guide students to complete their Student Success Plan and route document for required signatures
- Attend tutor staff meetings with the Director of Diversity & Retention on a bi-weekly basis and provide updates about students’ progress

Tutors - How to Apply?

(1) Completed applications include:

- Resume
  *Please include at least 2 professional references*
- Cover Letter
  *(1) Indicate which subject you want to tutor*
(2) Why do you want to be a tutor?
(3) Describe your skills and qualifications.
(4) Include any other info that may be relevant to your application.

- Class Enrollment
  *Clearly indicate the hours you are available for work*

(2) Email Completed Applications to: chilan.ta@seattlecolleges.edu

(3) All applications will be reviewed and the most qualified applications will be invited for an in-person interview. Successful applicants will be contacted to schedule your tutor orientation.