

Bratzke Student Athlete Academic Success Center Tutor Selection and Training

When I notice that there is a need for additional tutors, I will work with HR to post a new job requisition and start the recruiting and hiring process. In order to be considered for the position, students must meet the following requirements:

- Minimum 3.0 cumulative GPA
- Minimum grade of a “B” earned in any courses they tutor
- Minimum of 30 semester credit hours (sophomore standing) successfully completed
- Preference may be given to student of junior standing or higher
- Must conduct an in-person interview with the Tutor Coordinator to ensure adequate interpersonal and communication skills are possessed

If it is a new semester, I may make a general call for tutors for any and all subject areas; however, if I am only looking for a tutor in a particular subject, I will tailor the job requisition towards students who have completed that course/subject. I will also contact professors, advisors, department chairs, etc. to get any potential recommendations for potential individuals.

If all else fails, I will have our graduate assistants hang up fliers in the departments and student center to recruit new tutors.

If you are selected and hired as a new tutor with the Bratzke Student Athlete Academic Success Center, you will be REQUIRED to attend the mandatory tutor training sessions before you are allowed to tutor.

You will be paid for attending any tutor training sessions.

During these training sessions, we will go over

- The Bratzke Center mission statement
- Bratzke Center Code of Ethics
- Bratzke Center Code of Conduct
- Academic Integrity
 - Cheating, Plagiarism, and Fabrication
- CRLA
 - Certification
- Confidentiality
- Payroll
- GradesFirst setup and access
- Do’s and Don’ts of Tutoring
- How to Conduct Tutoring Sessions

As always, if you have any questions or concerns, please don’t hesitate to contact me at marina.coleman@eku.edu (email), 859-622-8931 (work phone), or 334-672-6781 (cell phone).

Marina Coleman

Tutor Coordinator
Bratzke Student Athlete Academic Success Center