Department Chair/Faculty (Tutor Supervisor) determines the need for tutors, works with Tutorial Center on fund allocation, and determines whom to hire and sends electronic list of tutors to Tutorial Center Coordinator. Potential tutor is directed to Tutorial Center website each semester to complete online application whether a new or returning tutor.

New Tutor

Student

Returning Tutor

Non-International-
Need to be enrolled in 6 units at SBCC

International- Need to be enrolled in 12 units at SBCC.

Tutor Supervisor directs Tutor to Tutorial Center website to begin hiring process with completion of Tutor Employment Application Form.

Student visits Human Resources with identification documents to complete hiring paperwork.

Students without a Social Security card will need to apply for one.

Non-International Documents
- Original Social Security Card &
- Driver’s License/Student ID
- Or a Passport

International Documents:
- Passport &
- Visa &
- I-20 &
- Social Security Card

HR notifies Tutor Coordinator that the paperwork is complete and sends tutor to Tutorial Center Office.

New tutor will sign up for a Mandatory Tutor Training Workshop (MTTW) or Tutor Training Seminar (TTS). The tutor will provide tutoring schedules (days, times and locations).

The Tutorial Center Coordinator verifies previous hiring and training status. The Coordinator will contact the tutor if additional information is required.

Once the Tutorial Center Coordinator verifies the tutor’s hiring and status, the Coordinator will email the Tutor to meet in LRC 120. The Tutor provides the Tutor Coordinator with tutoring schedules (days, times and locations).

Once the tutor either completes the Mandatory Tutor Training Workshop (MTTW) or signs up for a Tutor Training Seminar (TTS), the Tutorial Center Coordinator will email the supervisor and tutor to verify that the hiring process is complete and the tutor can begin working.