

New Tutor Hiring Process

Fall 2020
Priority Hiring Period
July 1, 2020 - Sept. 4, 2020

Congratulations! You have been selected as a tutor. Stay in touch with your supervisor as you move through the hiring steps. If you have any questions on the process, please contact Jason Levy (jalevy@sbcc.edu), the Tutorial Center Coordinator.

1 Tutor Semester Assignment Form

Complete the [Tutor Semester Assignment Form](#) online. You must use your SBCC Pipeline account.

2 Human Resources Forms

You will receive an email from Human Resources (HR) outlining the hiring paperwork procedures and instructions. To complete this step you must:

- Complete the new hire packet (available digitally).
- Upload government issued identification documents. The approved documents are listed on the second page. **Note:** *Once on-campus service resumes, you will have 3 days to present your identification documents again to Human Resources in-person to comply with U.S. Department of Homeland Security (DHS) guidelines. You will be notified by HR before on-campus service resumes.*
- TB Test/LiveScan. Both tests can be completed for free using the vendor information provided by HR.

3 Tutor Training

After completing step 2, you will receive an invitation to enroll in a training course to prepare for the tutoring experience (NC TUT 199: Tutoring Across the Disciplines).

Once you have received an email notification from the Tutorial Center Coordinator that your hiring is complete, you can then proceed to step 4.

4 New Tutor Orientation Training

Complete the new tutor orientation and pass the quiz at the end of the training.

**Once you have completed steps 1 thru 4, you can begin tutoring.
Please remember to send your tutoring schedule to the Tutorial Center Coordinator.**

5 Attend and Complete the Tutor Training

Participate in the training course (NC TUT 199).

Santa Barbara City College - Main Campus
721 Cliff Drive

Human Resources - ECOC 3 & 4
East Campus Office Center
Main Campus - East Campus

Santa Barbara, CA 93109

Tutorial Center Office - LRC 120
Cartwright Learning Resources Center
Main Campus - West Campus

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Documents to provide to Human Resources

Choose either 1 or 2.

Option 1: (**One** of the following items):

- US Passport or US Passport Card
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- Employment Authorization Document Card (Form I-766)
- Foreign Passport with Form I-94 or Form I-94A with Arrival-Departure Record and containing an endorsement to work. Or Form I-551 stamp (or printed notation)

Option 2: (**Two** items, one each from the following sections):

- US Social Security Account. Number card
- Birth Certificate (Form FS-240, FS-545, or DS-1350)
- Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying territory of the US bearing an official seal
- Native American tribal document (Form I-197)
- Employment authorization document issued by Department of Homeland Security (DHS).

AND

- US or Canadian Driver's License or US ID Card
- School ID card with photograph
- US voter registration card
- US military card or draft card
- Military dependent's ID card
- US Coast Guard Merchant Mariner Document card
- Native American Tribal document