New Tutor Hiring Process

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
Santa Barbara, CA 93109

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

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

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