

Dear Columbia Student,

Thank you for your interest in ARC tutoring! The ARC is dedicated to supporting the diverse nontraditional student body at GS in achieving academic excellence, and we could not do this without our talented staff of Columbia undergraduate, postbac, and graduate students.

At the ARC, our approach is 100 percent student-centered. We understand that every student comes into the University with unique educational and life experiences; our job is to provide the resources necessary to translate each unique resume into a successful Columbia experience. That's true for the students we support, and it's true for the student tutors, coaches, and administrative staff who join our team.

Our tutors are our front lines in supporting students in math, science, economics, and foreign languages. As a tutor, you would:

- Provide academic support to students in specific subject areas, individually and in pairs
- Facilitate larger recitation-style review groups
- Assist students in developing good learning strategies and habits
- Help alert GS students to other resources available to them
- Increase your own mastery of the subject you tutor
- Gain valuable professional development through regular training and close contact with ARC leadership

Tutoring is a challenging and rewarding experience. It requires dedication and a genuine interest in helping others through the learning process. It offers the chance to develop intellectually and professionally, and to make a real contribution to the Columbia community. If that is of interest, we sincerely hope you will apply!

More detailed information can be found in the below application packet. If you have any questions, please email: gs-arc@columbia.edu.

Warm regards,
The ARC Team

ARC TUTORING POSITION OVERVIEW

Job Description

ARC tutors perform on a variety of responsibilities, including but not limited to:

- Providing academic assistance to students individually and in pairs
- Facilitating larger recitation-style review groups
- Assisting students in developing good learning strategies and habits
- Being present and on time for all tutoring appointments, required training, and team meetings
- Attend professional development workshops throughout the semester
- Maintaining accurate records and completing all required paperwork
- Communicating frequently with the assistant dean and administrative coordinator
- Helping strategize and develop new resources that can be offered by the ARC
- Participate in peer observation and feedback structure to facilitate ongoing development

Minimum Qualifications

The ideal ARC tutor will:

- Have earned an A- or better in the courses they are tutoring
- Have an overall GPA of 3.0 or better
- Possess excellent interpersonal and communication skills
- Demonstrate excellent time management and organizational skills
- Be comfortable working with a diverse student population
- Be assertive, able to take control of the tutorial and provide appropriate constructive feedback to students
- Be creative, able to explain material in several ways during one-on-one and group tutoring sessions
- Be willing to commit to at least one semester of consistent work with the ARC, working a minimum of four hours per week

Benefits and Compensation

ARC tutors are paid an hourly wage according to their previous educational experience. Current undergraduate students are paid \$23 per hour, and current graduate and postbac students are paid \$25 per hour. There are no insurance benefits attached to this position.

Additional benefits include:

- The opportunity to help others be a positive role model
- Increased mastery of academic skills
- Development of interpersonal skills
- Paid training and the opportunity to earn College Learning and Reading Association (CRLA) Tutoring Certification
- Valuable work experience for development of resumes and reference

ARC TUTOR APPLICATION

Name _____

Preferred Name _____

Pronouns _____

UNI _____

Phone Number _____

Local Address _____

Email _____@columbia.edu

School Affiliation GS CC SEAS BC Postbac Premed Program
 Graduate school: _____

Columbia University Academic Advisor (undergraduate & postbac only): _____

Anticipated Date of Graduation (semester/year): _____ Cumulative GPA: _____

Major(s): _____

Please attach the following supporting materials:

- A copy of your resume and/or CV
- A copy of your transcript (an unofficial printout from SSOL is acceptable)
- A typed biographical sketch that includes the following:
 - A description of yourself as a student
 - Three examples of study skills or strategies that you might recommend to a student who is struggling in the subject area in which you are considering tutoring
 - An assessment of the strengths you feel you would contribute to the ARC tutoring staff
- One recommendation from your advisor (undergraduate & postbac only), using the included recommendation form

Email completed application materials to:
gs-arc@columbia.edu

Applying for:

- Fall _____
- Spring _____
- Summer _____

COURSE(S) YOU ARE INTERESTED IN TUTORING

Please select the courses from this list for which you feel you would be able to offer competent tutoring. Keep in mind that these courses must be ones that you have **completed at Columbia**.

Select	Course	Course Number
	General Physics I	UN1201
	General Physics II	UN1202
	Chemistry I	UN1403
	Chemistry II	UN1404
	Organic Chemistry I	UN2443
	Organic Chemistry II	UN2444
	General Biology I	UN2401
	General Biology II	UN2402
	Pre-Calculus	UN1003
	Calculus I	UN1101
	Calculus II	UN1102
	Calculus III	UN1201
	Linear Algebra	UN2010
	Principles of Economics	UN1105
	Intermediate Microeconomics	UN3211
	Intermediate Macroeconomics	UN3213
	Introduction to Statistics	UN1101
	Calculus-Based Introduction to Statistics	UN1201
	Elementary French I	UN1101
	Elementary French II	UN1102
	Intermediate French I	UN1201
	Intermediate French II	UN1202
	Elementary Spanish I	UN1101
	Elementary Spanish II	UN1102
	Intermediate Spanish I	UN1201
	Intermediate Spanish II	UN1202
	Intro to Computer Science/Programming in Java	UN1004
	Data Structures in Java	UN3134
	Other: _____	
	Other: _____	
	Other: _____	

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gs-arc@columbia.edu

ADVISOR RECOMMENDATION FORM

Student Name _____ Date _____

Reference Name _____ Phone _____

Relationship to Applicant _____ Email _____

The student above has applied to tutor in the following subject(s): _____

Please evaluate the student to the best of your knowledge in the following areas:

	Above Average	Average	Poor	Cannot Evaluate
1. Knowledge of Subject				
2. Ability to Apply Subject Knowledge				
3. Academic Interest and Motivation				
4. Interaction with Classmates				
5. Communication Skills: Verbal				
Written				
Interpersonal				
6. Responsibility and Professionalism				

Additional Comments:

Do you: Highly Recommend Recommend Not Recommend

Signature _____

Thank you for taking the time to complete this form. We greatly appreciate and value your insights. If you have any questions, concerns, or additional comments, please contact gs-arc@columbia.edu.

To submit form, please scan and email gs-arc@columbia.edu.