Becoming a RITE Tutor

Thank you for your interest in becoming a tutor.

Because the application process and training are lengthy, it is important that a prospective tutor have a clear understanding of the program, requirements, and responsibilities of a tutor before engaging in the hiring process.

Please read the information outlined below and the second page, “Becoming a Tutor—part 2.”

Requirements:

1. Be a current college student or a college graduate.
2. Have a 2.5 GPA (verified by transcript).
3. Be proficient in core subjects and able to demonstrate writing competency.
4. Have reliable transportation.
5. Be available to work at least one school semester.
6. Submit a resume

Responsibilities:

1. Be there on time and on a regular basis; notify teacher in advance of an absence (24-48 hrs).
2. Assist students with organizing their work—binders, note-taking, etc.
3. Actively participate in tutorial groups.
4. Become familiar with the specific routines and expectations of the teacher’s classroom.
5. Adhere to district/site policies and procedures: for example, see www.slps.org.
6. Turn in signed tutorial logs on time.
Becoming a RITE Tutor–Part 2

1. Learn about our programs by visiting coe.umsl.edu/rite. Submit a copy of resume & transcript (2.5 GPA required) to Mrs. Linda Bell: BellLin@umsl.edu

2. Apply: Applicant should call RITE office (314-516-6829) to make an appointment for an interview. RITE office location: 207 Marillac Hall, UMSL South Campus

3. Interviews: Phone, face to face interviews will determine if application is offered (brief writing segment included).

4. Schedule: Applicant and Mrs. Bell review tutoring class schedule to select school and class assignment(s).

5. Letter: An offer letter is drafted for tutoring job, conditional upon passing the required background check.

6. Applicant completes necessary forms, some of which are online. The following documents are needed for those who are hired: Social Security card and government-issued photo ID (such as unexpired driver’s license). Application process takes 3-4 weeks.

7. Tutorial training is conducted by RITE. Tutors are paid for training time.

8. Successful applicant will be notified via e-mail from the RITE office about the date to begin working.