

RESPONSIBILITIES

The Jennifer Keeping AccessAbility Centre is always looking for qualified upper-year tutors to provide one-on-one tutoring in a variety of content areas or disciplines. The demand for tutors in specific subjects will depend on students' needs each semester. When a request for a tutor is made, the tutor database is checked to verify whether there is a match. If we cannot find a match, an advertisement will be placed with the department concerned.

QUALIFICATIONS

Qualified tutors should meet the following requirements:

- Good academic standing, minimum mark of 80% in the course for which you wish to tutor.
- The ability to convey your knowledge of the course material effectively to a peer.
- Willing to be adaptable in adjusting your tutoring style or approach as needed.
- Good communication and interpersonal skills
- Patience

CONFIDENTIALITY AGREEMENT

I hereby agree and solemnly undertake that, because my role as an employee of the Jennifer Keeping AccessAbility Centre of the Cape Breton University involves information of highly sensitive, private and confidential nature, I will hold in strict confidence and will not disclose any such information to any person at any time, other than with the Manager of Accessible Learning & Student Transition because to do so would undermine the integrity of the centre as well as the privacy of the students utilizing the AccessAbility Program.

I further confirm, agree and undertake that I will not repeat or distribute information received by me, either verbally, in written or electronic form, in connection with my said role as an employee of the Jennifer Keeping AccessAbility Centre and I will ensure that any such information, including the personal information of the students utilizing the Centre, is to be secure by me in strict confidence and is thereby disclosed to no one at any time.

Date: _____

Signature: _____

JENNIFER
KEEPING
ACCESSABILITY
CENTRE

Student Tutor Application

JENNIFER
KEEPING
ACCESSABILITY
CENTRE

1256 Grand Lake Road
Sydney, NS B1P 6L2

P.O. Box 5300

Phone: (902) 563-1208

Fax: (902) 563-1216

E-mail: jkac_user@cbu.ca

CAPE BRETON
UNIVERSITY

APPLICATION PROCEDURE

1. Complete this application form and return it to the Jennifer Keeping AccessAbility Centre.
2. Provide the Jennifer Keeping AccessAbility Centre with a **copy of your transcript** for verification purposes with a list of references.
3. Once this is completed, all pertinent information is entered into the Jennifer Keeping AccessAbility Centre database.
4. You will be contacted if there is a match between your qualifications and a student's request.
5. Once a match is made, the tutor then signs a confidentiality agreement with the Jennifer Keeping AccessAbility Centre. At this time, you will be given the name of the student and contact information. You will also be informed of the process of invoicing the hours that you have worked.

RATE OF PAY

Undergraduate student tutors are paid \$17 per hour.

APPLICATION FORM

Name: _____

Student ID #: _____

SIN#: _____

Address: _____

City/Town: _____

Postal Code: _____

Tel #: (home) _____
(cell) _____

Email: _____

Major: _____

Expected Year of Graduation: _____

Authorization:

I hereby give the Jennifer Keeping AccessAbility Centre permission to confirm my grades.

Signature: _____

Please list the course you consider yourself qualified to tutor.

Do you have you have prior tutoring experience?

YES _____ NO _____

If yes, explain the specific circumstances (i.e. subject/courses, level, how long, age of persons tutored, etc...)

Explain why you think you would make a good tutor.

Please provide the names, telephone numbers, and email addresses of two references:
