

## Student Employment Opportunities

As a **tutor**, you will support student learning and skill development by conducting tutoring services and facilitating workshops with students from a variety of disciplines. You will be trained in student leadership and tutoring methods through initial and ongoing training. The combination of training and experience associated with this position leads to tutor certification through the International Tutor Certification Program of the College Reading and Learning Association. The ASC offers content supports for courses in **mathematics, statistics, physics, computer science**, and **commerce/economics**, as well as **writing** and **study skills** supports across disciplines.

Applicants must meet the following requirements and qualifications:

- A UNBC student returning to UNBC for the full academic year
- A minimum of 30 hours earned toward a Bachelor's degree
- A grade point average of 3.0 (B) or better
- Excellent interpersonal skills and sensitivity for others' learning needs

Scheduling is flexible, dependent on your availability as well as center operations and budget.

Qualified and interested individuals should submit the following via email to [asc@unbc.ca](mailto:asc@unbc.ca):

- Cover letter stating your declared major(s), minor(s), and your year of study; any previous tutoring experience; and why you would make a good tutor
- A resume including your current contact information, and the name of two faculty members who will act as references
- Your current (unofficial) academic transcript
- Two writing samples (for writing tutor applications only)

The Student Career Centre provides helpful resources on Career Preparation Tools. See the website <https://www.unbc.ca/career-centre/career-prep-tools> for pdfs on Resume, Cover Letter, and Interview preparation for some tips.

The ASC always accepts applications, even when not actively hiring. We will keep your application on record and contact you at a later time if needed.

**Email the Academic Success Centre if you have any questions at [asc@unbc.ca](mailto:asc@unbc.ca)**

