VPTL Subject Tutor and Language Conversation Partner 2016-17 Job Agreement

I am accepting the position of:
___ Subject Tutor – Appointment or Drop-in (ST)
___ Language Conversation Partner (LCP)

Please initial all parts to indicate you agree:

_____ September Tutor Training: I will attend mandatory training and orientation in September.
  • All LCPs: Friday, September 30, 5:00 p.m. – 8:30 p.m.
  • New STs: Saturday, October 1, 9:00 a.m. – 5:00 p.m.
  • Continuing STs: Saturday, October 1, 12:00 – 5:00 p.m.

_____ Meetings: I will attend the required meetings every quarter as part of the tutor position. I will be paid for the time I spend in these meetings when I log it correctly.
  • LCPs: quarterly group check-in meetings, to be scheduled based on LCP availability
  • STs: All subject tutors will schedule meetings on alternating weeks with their subject teams

_____ Administrative Tasks: In addition to tutoring, I am required to complete a number of administrative duties, such as recording tutoring visits and responding to work-related emails in a timely manner. (Specific details regarding the administrative expectations of the position will be provided in September training.)

_____ Tutor Training Course (new STs only): All new subject tutors (but not Language Conversation Partners) are expected to complete VPTL 120: Peer Tutor Training during Autumn Quarter of their first year. VPTL 120 is an unpaid, 1-unit tutor training course. One section will be offered, and the course schedule will be set based on the availability of the majority of new STs.

_____ Minimum Required Hours of Tutoring per Week: Every quarter we tutor from the first Sunday after classes begin (that is, Week 2) until the last day of classes.
  • LCPs and Appointment Tutors: By the beginning of tutoring each quarter, I will post a schedule for the entire quarter with at least five hours of tutoring availability per week.
  • Drop-in Tutors: I will work at least two 2-hour tutoring shifts per week.

_____ Pay: New undergrad tutors and LCPs will be paid $17.00/hour. New grad student tutors and LCPs will be paid $28.00/hour. Continuing tutors and LCPs will receive an extra $1/hour per year (3 full quarters) of service.

  Off Campus: I am planning to be overseas or otherwise unavailable to tutor during
  ___ Winter Quarter    ___ Spring Quarter    ___ None, here all year
  (This isn’t binding; it’s just to give the VPTL office an idea for planning purposes.)

I understand and agree to abide by the above expectations of my VPTL Peer Tutor position.

____________________________________
Name       Date

Signature