Why be a Language Tutor?

Help Others

Most of our tutors will tell you that this is one of the best jobs on campus because of the satisfaction they derive from helping others learn. They find that there is nothing quite like the thrill of seeing the light bulb go on when a student overcomes challenges with their course material.

Develop Marketable Skills

Being a tutor helps you develop a variety of skills that employers find highly desirable. These include communication, interpersonal, organizational, leadership, time-management, ethics, and the ability to work in groups and help others learn. Good tutors can also receive excellent references and letters of recommendation from the center supervisor when applying for scholarships, internships, graduate programs, and other employment opportunities.

Achieve National Certification

Our tutors receive paid training that prepares them to achieve national tutor certification, which looks great on a resume!

A Convenient Schedule

Your schedule will fit your availability. We have flexible hours throughout the week and work with you to find the best fit.

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Become a Language Tutor

JOHN JAY
COLLEGE OF CRIMINAL JUSTICE
MODERN LANGUAGE CENTER

What does a Language Tutor Do?

Peer Tutors work directly with John Jay students in small-group tutoring sessions that last an hour. They may also conduct workshops with larger groups or work with students in specialized programs on a one-on-one basis. Help students master course content, and assist students in developing the skills and strategies needed to become active independent learners. Tutors work a consistent schedule between 5 and 20 hours per week in-person & online (when applicable) during the center's hours of operation. New tutors may be limited to no more than 8-10 hours per week in their first semester.

What if I don't know how to tutor?

Although previous tutoring experience is desirable, most of our tutors have never tutored before. They are selected on the basis of academic achievement, language proficiency, interpersonal and communication skills, and personal qualities such as responsibility, integrity, and concern for others. We provide comprehensive training for new tutors before they begin working as well as ongoing training and support to help them fully develop their skills and abilities.

Duties include: *(but are not limited to)*

- Working with EAB Navigate
- Promote center services & resources
- Participate in staff trainings & professional developments
- Adhere to provided work schedule
- Update MLC's social media & ePortfolio resources
- Submitting timesheets on-time
- Front Desk Responsibilities
- Serve as communicate bridge for MLC as part of positive customer service duties
- Assist w/ Duolingo, language learning resources, and online platforms
- Assist w/ placement exam practices and procedures

What are the qualifications?

To become a Language Tutor, you must:

- Communicate at 200 level or higher: natively, or an A/A– in the course, & through the placement exam assessment
- Overall GPA of at least 3.0
- Dependable, punctual, and self-motivated
- Excellent interpersonal, communication, & customer service skills
- Work at least 5 hours per week consistently throughout the semester
- Available to attend trainings, staff meetings, and professional developments
- Ability to work in-person, hybrid or online/ remote schedule when applicable
- Skilled with online platforms such as Zoom & Microsoft Teams
- Familiar with Word, Excel, Powerpoint, Adobe, and willing to learn new software
- Preferred current Graduate students who meet the above criteria

How do I get paid?

Tutors are paid by the college as College Assistants. Although tutoring is appointment-based, peer tutors are paid according to their weekly work schedules whether there are appointments scheduled or not. Time not filled by appointments is generally spent taking walk-ins, visiting classes, reviewing course content, completing training activities, helping out with clerical/administrative tasks, etc.

How do I apply?

To apply to become a language tutor, you must submit the following documents:

- MLC Tutor Application
- Resume w/ minimum two references
- At least one Recommendation Letter
- Transcript(s) of all language coursework (if applicable)
- Complete the MLC Placement Exam

What courses can I tutor?

You can tutor any course on the following list in which you have demonstrated proficiency in.

- Arabic
- Chinese
- French
- German
- Italian
- Japanese
- Portuguese
- Spanish

Scan QR code below to apply online

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