eTutoring Candidate Application and Review Process

All candidates must provide the following materials to Campus eTutoring Coordinators in electronic format before being submitted to the OhioLINK eTutoring Coordinator:

- Current resume (pdf format)
- Students should provide unofficial transcript(s) in pdf format
- Two professional references, on letterhead, that attest to the candidate's ability to tutor
- Writing tutors must submit a two-page paper (MLA format) addressing their philosophy regarding academic tutoring
- LIVE tutors must provide aptitude survey responses for the subjects they wish to tutor
- LIVE tutors must conduct an internet speed connectivity test from the computer/location they will be working from and provide those results

Once approved by the OhioLINK eTutoring staff, writing candidates will be informed of the next scheduled training (January and June). At that time, candidates will embark on a self-paced, but monitored, training conducted by the OhioLINK eTutoring Quality Assurance Coordinator.

Successful completion of the training, tutors may submit their proposed availability and ultimately placed on the eTutor schedule. Writing tutor's reviews are evaluated annually, and based on those observations, tutors may continue working or may be asked to complete additional professional development.

LIVE tutors will be required to possess the necessary hardware and software (provided and maintained by the institution). Current software and understanding of the TutorOcean interactive platform (online classroom) must be demonstrated prior to being placed on the schedule. Schedule requests are subject to availability and flexibility is encouraged.

Professional Development webinars are scheduled throughout the academic year. Attendance and participation are expected as part of the Memorandum of Understanding Agreement.