



**EMPLOYMENT HISTORY:**

Employer: \_\_\_\_\_

- Address/Phone: \_\_\_\_\_

- Duties: \_\_\_\_\_

Employer: \_\_\_\_\_

- Address/Phone: \_\_\_\_\_

- Duties: \_\_\_\_\_

**REFERENCES:**

Please provide the names and contact information for at least two references:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand that tutoring is arranged based on student demand. If a tutoring request matching my qualifications is made, I will be contacted. Otherwise, my application will be kept on file until such a request is made. If I no longer wish to be considered for a tutoring position, it is my responsibility to contact the Tutor Coordinator.

Northern Michigan University endorses the intent of all federal and state laws created to prohibit unlawful discrimination. Northern Michigan University does not unlawfully discriminate on the basis of race, color, religion, sex, national origin, age, height, weight, marital status, familial status, handicap/disability, sexual orientation or veteran status in employment or the provision of services, and provides, upon request, reasonable accommodation including auxiliary aids and services necessary to afford individuals with disabilities an equal opportunity to participate in all programs and activities. Persons having civil rights inquiries may contact the Equal Opportunity Office at (906) 227-2420. Persons having inquiries regarding the Americans with Disabilities Act (ADA) may contact the ADA Coordinator at (906) 227-1704.

**APPLICANT SIGNATURE:**

\_\_\_\_\_

Academic and Career Advisement Center  
Jacobetti Center Office  
103 Jacobetti

## **TUTOR CONTRACT**

I, the undersigned, understand and agree to the following conditions of employment by the Academic and Career Advisement Center—Jacobetti Center Office:

- I understand that I am hired to assist students by helping them to understand course material and to learn good study habits—I am not hired to do the students' homework.
- I will only be paid for tutoring those students pre-approved by the Academic and Career Advisement Center.
- I understand that the Academic and Career Advisement Center cannot and does not guarantee the amount of hours I will work.
- I understand that I am limited to tutoring 10 hours per week.
- The rate of pay for tutoring is per hour, not hper student.
- I am responsible for filing biweekly reports of hours worked, students tutored, and material covered.
- Tutoring sessions are to be held on campus (in a lab, the library, or the Jacobetti Center Commons Area).
- If I am unable to make a tutoring appointment, I will notify either the student or the Academic and Career Advisement Center of my absence. Failure to do so will result in my dismissal.
- I understand that I am to notify the Tutor Coordinator of any problems I am having with my tutee, and of any changes in tutoring arrangement.
- I have read, understood, and signed the attached Buckley Amendment form.
- I agree to complete and submit an evaluation of the tutoring program at the end of each semester for which I've been employed as a tutor.

**TUTOR SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

Academic and Career Advisement Center  
Jacobetti Center Office  
103 Jacobetti

## **CONFIDENTIAL INFORMATION**

Any records involving student or employee information, private correspondence and memorandums, and student financial information—all of these (and more) fall under the confidential category.

When working with such material, be certain that you never leave your desk or work area without securely “stowing away” all documents or papers in a safe place. Never leave them sitting out on your desk while you are gone for lunch or a coffee break. The same rule of caution holds true for protecting the security of NMU’s mainframe computer system and any password(s) you use to gain access to it.

If a situation arises concerning confidential material, and you are not sure how to respond, get your supervisor’s advice on the matter immediately. As a rule of thumb, REMEMBER THAT IT IS ALWAYS BETTER TO ERR ON THE SIDE OF CAUTION.

The following directory information is considered to be a matter of public record, and will be disclosed without prior consent unless the student specifically objects in writing:

- Name of student;
- Student’s local address;
- Student’s local phone;
- Student’s permanent address;
- NMU email address;
- Date of birth;
- Whether or not the student is currently enrolled;
- Enrolled full time/part time;
- Program level (undergraduate, graduate);
- Class (freshman, sophomore, junior, senior);
- Major/minor;
- Dates of attendance;
- Current term candidacy for degrees and/or teaching certification;
- Honors, degrees earned, and relative dates;
- Participation in officially recognized University activities and sports; and
- Weights and heights of athletic team members.

ACAC

Revised: August 29, 2001

## BUCKLEY AMENDMENT

By signing below, I verify that the Family Educational Rights and Privacy Act of 1974 (the Buckley Amendment) has been explained to me.

I agree that I will access confidential information only as part of specific job-related activities. Furthermore, I agree to observe the confidentiality of all student information to which I am exposed in the course of my employment, discussing it neither in general nor in specific with anyone (even other students who may have access to similar information) unless specifically instructed to do so by my supervisor. Such confidential information includes—but is not limited to:

- Student grades;
- Academic Proficiency status;
- Financial Aid status;
- Conduct/Student Code violations;
- Academic Transcript Information.

I understand that a violation of confidentiality is grounds for immediate termination of employment.

**Student signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_