**Sample Contract**

Dear Tutor:

This contract is to confirm your appointment as a SSS/Tutoring Center Tutor at $7.25 an hour for up to 25 hours for the following Residential Sessions:

Course: ENGL 111

Instructor: Smith

Location: Niswonger Commons/ Room 312/313

Days/Times: T, W 6pm to 7pm

Remember:

* Total tutoring hours cannot exceed 29 hours per week\* Note: Work-study hours are included in the 29 hour max.
* Meet at appropriate times and locations. Greeneville—Tutoring Center (8:00am to 5:00pm Monday-Friday) or Library, 2nd floor (7pm to 9pm Monday-Thursday); In some circumstances, written approval to meet in other locations can be obtained from the Tutor Coordinator.
* Notify the correct individuals in advance in the event of an absence.
* Adhere to the current edition of the tutoring handbook.

Print, sign, and return this letter, as indication of your acceptance of this position within 3 days of assignment. If you have any questions or concerns, please feel free to contact me.

Thank you,

Meagan Stark, Tutor Coordinator

Tusculum College

ext. 5211 or [mstark@tusculum.edu](mailto:mstark@tusculum.edu)

I accept this contract of appointment.

Tutor Date

Tutor Coordinator Date

Director of Student Support Services Date