



# Application Process

## Writing Tutors 2023-24

Thank you for your interest in a Writing Tutor position for the 2023-24 academic year!

Please visit [Be A Tutor](#) to view the job description, FAQs and application package. Below are details about how to apply and what to expect.

### Application Process

To complete your application:

1. Submit the following documents by email to [LearningCommons@bcit.ca](mailto:LearningCommons@bcit.ca) :
  - Your resume
  - A completed [Peer Tutor Application Form](#)
  - A pdf of your BCIT transcript (**unofficial transcripts accepted** and available at [my.bcit.ca](http://my.bcit.ca))
2. After downloading the [Instructor Referral Form](#), fill out the top section. Then, forward it to two instructors that have previously agreed to be your references. One of these should be a Communications instructor.
3. Instructors should email the completed form directly to [learningcommons@bcit.ca](mailto:learningcommons@bcit.ca)

**Note: The forms are compatible with PCs. With Macs, they are compatible ONLY when using MS Word for Mac.**

### Selection

Successful candidates will be contacted for an interview in April or early May

Hiring decisions are based on the demand for tutoring in various BCIT programs, as well as on candidates' academic success, instructor references, and demonstrated qualifications and aptitudes.

We look forward to receiving your complete application and hope to meet you at an interview. If you have any questions in the meantime please do not hesitate to contact us.

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