

## **Applying to be a Tutor for the Access Opportunity Program**

AOP Office: Blake C-104/106

e-mail: [aoptutoring@geneseo.edu](mailto:aoptutoring@geneseo.edu)

[www.geneseo.edu/aop/tutorial\\_services](http://www.geneseo.edu/aop/tutorial_services)

- 1) First, complete the Google Docs **survey-style application**.
- 2) Complete the **“Information Security 101”** tutorial on myCourses. You must receive 100% on the tutorial. Print a paper copy of the completion certificate, sign it, and hand it in to the AOP office.  
\*To complete this assessment:
  - Go to your myCourses home page
  - At the top left corner of the module where your courses are listed, click on “Find a Course”
  - Under Keyword Search type “Information Security 101”
  - Click on “Enroll (no PIN required)”
  - Return to your myCourses home page and refresh the Courses module
  - Information Security 101 should now be listed. Problems should be directed to CIT (located in South Hall 225).
  - Follow the directions and complete the assessment.
- 3) Complete the **Employment Eligibility Verification (I-9) Form**
- 4) Complete an **Appointment Form**
- 5) Sign and review all tax related forms and information (**W-4, IT – 2104**).
- 6) **New York State Employee Retirement System** paperwork if you wish to join the NYS Retirement System at this time. To enroll, contact the Payroll Office in Erwin 220. If you do not wish to enroll, simply check “I do not wish to participate” on the form.
- 7) Carefully review and verify all information before handing it in. Be sure everything is filled out as completely as possible.
- 8) **MANDATORY** tutor training is scheduled for Sunday September 9, 2012. A mandatory meet and greet with students will be discussed at training.  
If you do not attend training and/or the meet and greet, you cannot be hired.
- 9) **APPLICATION DEADLINE: *Friday August 31, 2012 by 2:00pm***

All steps must be completed to be considered for employment.

Please contact Mr. Chew at [aoptutoring@geneseo.edu](mailto:aoptutoring@geneseo.edu) with questions ☺