

**APPLICATION FOR EMPLOYMENT
ACADEMIC TUTOR
THE LEARNING CENTER**

Thank you for your interest in the position. This application will be used to assess your qualifications for part-time employment as a tutor with The Learning Center.

Prerequisites:

- Must be enrolled as a current student and at least two semesters remaining
- Must have a cumulative grade point average of 3.5 or better and have earned a grade of A or A/B in the subjects/courses or professorial recommendation for the position
- Provide a minimum of three faculty/instructor references
- Must show genuine willingness to provide academic assistance to students with various backgrounds and prior learning experiences seeking services to include individual tutoring/mentoring and small group work in multiple modes of delivery—online and in-person
- Have the appropriate course and outside work schedule to meet employment hours needed
- Bilingual applicants are encouraged to apply

This position rate: \$14.00/hr.

All applicants agree as a condition of employment to complete tutor/mentor training with TLC, sign a confidentiality agreement, and complete ALL University payroll paperwork.

Please return completed form:

Sherri Arendt
arendts@uwgb.edu
(send electronically)

STUDENT INFORMATION

Date: _____

Name _____

SID# _____

Current _____

Permanent _____

Address _____

Address _____

Cell Phone _____

Phone _____

Email Address _____

Year in School _____

Major/Minor _____

How did you hear about the position?

Do you have work-study as part of your financial aid award?
If yes, how much per semester?

List the titles of those courses that you have completed in the content area(s) in which you wish to support:

COURSE TITLE	GRADE	COURSE TITLE	GRADE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

We would like to contact a few of your instructors for references. Please list the names of three instructors with whom you have completed coursework.

Name _____ Course _____

Name _____ Course _____

Name _____ Course _____

Describe any experience(s) you have had which you think might have prepared you for this position:

Describe your experience(s), if any, you have had to work with underrepresented students, first-generation students, low-income students, students of color, English language learners, and other students who may face discrimination or other challenges to academic access and success.

I, the undersigned, certify to the best of my knowledge that the above information is correct.

Applicant Signature: _____ **Date:** _____

Do Not Write Below This Line (Office Use)

Interviewed on ___/___/___ **by:** _____

Comments from Interview _____

Hired: Yes _____ No _____ **Why:** _____

Approved courses: _____
