

Dear Applicant,

Thank you for your interest in a tutoring position as a CAAS Tutor or Supplemental Instruction Leader (SIL) for the 2012 - 2013 academic year. We look forward to reviewing your application. Please complete the application form and return it to Erlynne Ballo, CAAS Offices, Ground Floor of Wardman Library.

Job Title: CAAS Tutor

Wage: \$8.50/hour

Work-Study required: Preferred

Qualifications: Demonstrated success in the academic subject being tutored. Recommendations from faculty in the specific subject area being tutored. Minimum GPA of 3.0 required; junior or senior standing preferred. Strong desire to assist peers and ability to effectively convey information on an individual basis.

Job Description: Report the Tutor and Supplemental Instruction Program Coordinator. Assist students with comprehension of coursework through one-on-one tutoring within their academic discipline. This involves visiting relevant classes during the first week of school to advertise tutoring services. Attend mandatory tutor training session. Attend general student staff meetings. Participate in CAAS events and promote CAAS services. All tutoring will take place inside of CAAS only. Tutors will be accessible to students by appointment or on a walk-in basis.

Job Title: CAAS Supplemental Instruction Leader (SIL)

Wage: \$8.50/hour

Work-Study required: Preferred

Qualifications: A B+ or higher in the course for which supplemental instruction is being provided. Recommendation from the specific course professor. A minimum GPA of 3.25 required, junior or senior standing preferred. Strong desire to assist peers and the ability to effectively convey information in a small group setting. Afternoon and/or evening availability required.

Job Description: Report to the Tutor and Supplemental Instruction Program Coordinator. Provide at least 3 hours of supplemental instruction each week for specified course. Attend the specified course at least once per week and/or meet with the course instructor as needed. Attend mandatory tutor training session in the fall. Attend general student staff meetings. Participate in CAAS events and promote CAAS services. All Supplemental Instruction will take place inside of CAAS or in nearby classrooms. SILs will be accessible to students on a walk-in basis only, but individual student may make an appointment if the need individual attention.

**Tutoring and Supplemental Instruction Leader Employment Application
2012 -2013**

Last Name: _____ First Name: _____ Middle Initial: _____

Student ID: _____ Major: _____ Cum. GPA: _____

Year in school: Sophomore Junior Senior

Campus Box: _____ E-mail Address: _____

Phone number to best reach you: _____

Position(s) for which you are applying: Subjects(s)/Course(s) you wish to tutor:

 Tutor

 Supplemental Instructor

Recommended by: _____

(The recommendation should come from a faculty member. Please use the back of application packet or separate piece of paper.)

Have you received a work study award for 2011-2012? Yes No Amount: \$ _____

Do you intend to have another job? Yes No If so, where? _____

of Hours/Week: _____ (If you have work study, at least \$500 must be allotted towards CAAS.)

Approximately how many hours would you like to work for CAAS? _____

Work Reference: _____ Phone No: _____

How did you hear about this position? _____

When would you be able to meet for the Tutor and SIL monthly meetings? _____

When would you like to meet for your individual meetings with the Tutor and SIL Coordinator? _____

Please describe your interest in the Tutor/SIL position.

Please describe your qualifications for this position.

Please describe any previous tutoring and/or mentoring experience.

Please list any extracurricular activities in which you plan to participate next year.

Club/Organization

Office/Position

Please list the positions you have worked with in CAAS and when you started, if applicable.

Student Manager _____

Academic Coach _____

Tutor _____ Subject(s) _____

Supplemental Instructor _____ Subject(s) _____

Signature: _____ Date: _____

