

# TUTOR APPLICATION

The UT Learning Center's Tutorial Service Program provides appointment and/or drop-in tutoring for many lower-division courses, concentrating in math, physics, and chemistry.

**BEFORE SUBMITTING YOUR APPLICATION, PLEASE TEAR OFF AND KEEP THIS TOP SHEET FOR YOUR FUTURE REFERENCE. DEADLINE TO SUBMIT AN APPLICATION FOR THIS HIRING PERIOD IS OCTOBER 30, 2009. You will be contacted regarding your application, but NOT ALL APPLICANTS WILL BE INTERVIEWED.**

**BEGINNING PAY RATE: \$11.00 per hour**

## **General Qualifications:**

- You must be enrolled full-time (12 hours for undergraduates; 9 hours for graduate students) in any semester of employment and have at least one semester of experience as a UT student.
- You must have an overall GPA of at least 3.00, with at least a B in the courses you want to tutor
- You must have good communication skills
- You must be willing to work at least 10 hours a week
- You must provide one recommendation from a person (preferably a faculty member, instructor, or teaching assistant) who can comment on your academic and/or interpersonal skills with regard to this position. Your reference can use the attached recommendation form or write a letter of recommendation instead. You are not eligible for hire until the recommendation is received. Recommendations should be mailed to the UT Learning Center, mail code D7300, attention Grace Pratt, or emailed to [graciela@austin.utexas.edu](mailto:graciela@austin.utexas.edu).
- You must provide an advising copy of your UT transcript (and transfer transcript, if applicable). You may submit either an unofficial UT transcript (\$10.00 per copy from the Office of the Registrar) or an academic summary from the Office of the Registrar (no cost).
- You must submit a completed application.

## **If hired:**

- The Federal Government requires that employers examine evidence of identity and employment eligibility. You will be required, therefore, to provide certain documents as stipulated in the "New Employee Checklist" section of the Human Resource Services' website at <http://www.utexas.edu/hr/current/new/checklist.html>.
- You must attend training the two days before classes begin in the semester you start work.

## **For more information:**

To find out more about this position, or about the UT Learning Center, please visit our website at [www.utexas.edu/student/utlc/](http://www.utexas.edu/student/utlc/). Hiring decisions are based on applicant qualifications and program needs. Although the UT Learning Center accepts applications throughout the year, the primary hiring periods are in April and December.

**Thanks for your interest in this position!**



**Interview Times**

Check **all** of the times you are available for an interview (if selected, you will attend only one interview session). We will use this information to schedule your time to participate in a group interview. Not all applicants will be interviewed.

- \_\_\_\_\_ Tuesday, November 17, 3:00 p.m. – 4:30 p.m.
- \_\_\_\_\_ Wednesday, November 18, 3:00 p.m. – 4:30 p.m.
- \_\_\_\_\_ Thursday, November 19, 4:00 p.m. – 5:30 p.m.

**APPLICATION CHECKLIST**

Please return completed applications in person to the UT Learning Center, or by mail to  
 UT Learning Center, JES A332A, campus mail code D7300, attn. Grace Pratt.

**I have:**

- \_\_\_\_\_ Completed all sections of the application.
- \_\_\_\_\_ Attached an unofficial copy of my UT transcript (and copy of my transfer transcript, if applicable).
- \_\_\_\_\_ Attached the recommendation form or arranged for it to be sent to the UT Learning Center

**VERIFICATION CHECKLIST**

Please place your initials on the line next to each item. By **doing so, you verify that you meet the qualification.**

**I verify:**

- \_\_\_\_\_ I will be enrolled full-time (12 hours for undergraduates, 9 hours for grads) during the semester for which I am applying.
- \_\_\_\_\_ I placed a check mark next to **ONLY** the courses I want to tutor and am qualified to tutor (I have received a grade of A or B in the class or its equivalent, and I feel competent to tutor the course.)
- \_\_\_\_\_ I will be available to work 10 hours a week during the semester for which I am applying.
- \_\_\_\_\_ All information provided on this application is accurate to the best of my knowledge.

**Please tell us how you learned about this position:**

- Email     Flyer     Daily Texan Ad     Dorm TV Ad     UTLC Website     Jester banner/table
- Current tutor/UTLC student employee – who? \_\_\_\_\_
- UT faculty or staff – who? \_\_\_\_\_
- Other (please specify) \_\_\_\_\_

**Comments:** (please note: questions will not receive responses)