Application Packet For
Subject Tutoring

University of Nebraska at Kearney
Learning Commons
Calvin T. Ryan Library #223
(308) 865-8728

UNK Learning Commons
SUBJECT TUTOR  
Position Description

Job Description:  Subject tutors work directly with students in small group and one-on-one settings to help students become more confident and independent in their academic work. Tutors are responsible for asking students questions and inviting them to perform tasks that ensure active learning and problem solving. Tutors help students identify and evaluate important study skills and develop a plan for improvement. Tutors refer students to other appropriate resources to help support their growth, including faculty members, study groups, Success Coaches, and advisors.

Qualifications:  In order to qualify for a Subject Tutor position, applicants must:

- possess the following work habits and interpersonal skills:
  - Sincere desire to serve the campus community
  - Collaborative demeanor with supervisors and fellow workers
  - Independently dependable and responsible
  - Inviting and engaging with new people

- meet the following academic standards:
  - Be a UNK student (Undergraduate and Graduate students encouraged to apply)
  - Have and maintain minimum 3.2 GPA in each subject the applicant wishes to tutor
  - Have and maintain a minimum cumulative 3.0 GPA
  - Communicate clearly in English

Application:  Completed applications must be submitted by 5 p.m. Friday, November 18 and include the following two (2) items:

1) Completed application form including:
   - Two (2) UNK faculty recommendations addressing competence in the subject area (forms included in this packet)
   - One academic advisor recommendation addressing general work habits and interpersonal skills (form included in this packet)

2) Current unofficial transcript (this can be printed from myBlue)

Provisions:  Contract renewable on a semester basis provided:

a. The tutor maintains the minimum GPAs outlined above
b. The tutor satisfactorily fulfills responsibilities outlined in their contract
c. A need for the tutor still exists
d. Satisfactorily fulfills tutor training expectations

Hours/Salary:  New tutors must work at least 8 hours per week in their first semester. After the first semester, Subject Tutors are contracted to work 4-19 hours per week as they prefer and as scheduling and budgeting allows. Tutors are paid a competitive hourly wage that increases with certification.

Contact Information:  UNK Learning Commons - (308) 865-8728
Keri Pearson, Assistant Director: pearsonka@unk.edu
Full Name: _____________________________________________

Student ID#____________________

Last                                       First                                      M.I.

Local Address: _____________________________________________

Phone: (___)_____________________

City                                          State                                      Zip

Class Standing: FR  SO  JR  SR  GR

College/s attended:______________________________________________

Major:________________________ Minor:___________________________

Cum. GPA:________________________ Semester Hours Earned:_________

How many semesters will you be available to work?_________________

Hours per week you can work? _______  ________

Min    Max

Do you have another on-campus job at UNK? Yes  Department: _____________ Hrs/Wk ______
No

List below the subjects in which you are qualified to tutor. Provide all information indicated.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course Numbers</th>
<th>Grades</th>
<th>Semester Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology</td>
<td>103, 250, 300</td>
<td>A, A, B</td>
<td>99E, 01S, 01S</td>
</tr>
</tbody>
</table>

Please include a reference from a faculty member in each of the subjects listed above. Please indicate who we should accept references from below.

<table>
<thead>
<tr>
<th>Name</th>
<th>Campus Address</th>
<th>Campus Phone</th>
<th>Subject</th>
</tr>
</thead>
</table>

Office Use Only

Application materials received: Application  Transcript  Faculty Refs  Advisor Ref

Interview: Initial Email  Interview Date/Time  ___________________________  completed

Hiring outcome:  Hired  Not hired  On file
Please answer the following questions:

- Why are you interested in becoming a Subject Tutor at UNK?

- What study skills in your subject areas have you practiced that you would like to help other students learn?

- Describe your relationship with the faculty members teaching classes in the subject area/s you want to tutor.

- How would you encourage students to come back again after meeting with you a first time?

- What experience or previous jobs do you have that would help you be effective as a Subject Tutor?

I have provided the information requested in this application in truth to the best of my ability.

_____________________________________________________________  ________________________
Signature                                                                 Date

Please return this application and an unofficial copy of your UNK transcript to:

UNK Learning Commons
Application Collection
Calvin T. Ryan Library #223
Phone: (308) 865-8728

It is the policy of the University of Nebraska at Kearney not to discriminate based upon age, race, ethnicity, color, national origin, pregnancy, disability, sex, sexual orientation, gender identity, genetic information, veteran's status, marital status, religion or political affiliation.
Faculty Recommendation for Subject Tutor

Applicant’s NUID#: ____________________ Applicant’s Name: ________________________________________________

Instructor’s Name: ____________________ Subject: ____________________

How do you know the applicant?

How well does the applicant work with peers? How well has the applicant worked with you?

Is the applicant able to communicate the subject clearly in English?

Is the applicant dependable and responsible?

Please describe the applicant’s leadership qualities:

Do you recommend the above student as a Subject Tutor?

_____ Highly and without reservation

_____ Recommend

_____ I do not feel comfortable recommending this student.

_____ I am not familiar with the qualifications of this student

On the back of this form, please write any further information which would help us determine the applicant’s suitability for this position.

Signature ____________________ Date ____________________

Title ____________________ Department ____________________
Faculty Recommendation for Subject Tutor

Applicant’s NUID#: __________________________ Applicant’s Name: ______________________________________________________

Instructor’s Name: ___________________________________________ Subject: __________________________

How do you know the applicant?

How well does the applicant work with peers? How well has the applicant worked with you?

Is the applicant able to communicate the subject clearly in English?

Is the applicant dependable and responsible?

Please describe the applicant’s leadership qualities:

Do you recommend the above student as a Subject Tutor?

_____ Highly and without reservation

_____ Recommend

_____ I do not feel comfortable recommending this student.

_____ I am not familiar with the qualifications of this student

On the back of this form, please write any further information which would help us determine the applicant’s suitability for this position.

Signature ___________________________ Date ___________________________

Title ___________________________ Department ___________________________

Please return to:
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Academic Advisor Recommendation for Subject Tutor

Applicant's NUID#: ________________________  Applicant's Name: ________________________________

Advisor's Name: __________________________  Department: ________________________________

Major for which you advise the applicant: __________________________  # of semesters advised: ______

How has the applicant demonstrated the ability to engage positively and personally with you?

Is the applicant independently dependable and responsible about their advising meetings with you?

Please describe the applicant's enthusiasm for learning:

Do you recommend the above student as a Subject Tutor?

_____ Highly and without reservation

_____ Recommend

_____ I do not feel comfortable recommending this student.

_____ I am not familiar with the qualifications of this student

On the back of this form, please write any further information which would help us determine the applicant's suitability for this position.

____________________________  _______________________
Signature  Date

____________________________  _______________________
Title  Department

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