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# *Application Packet For* **Subject Tutoring**

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

**UNK Learning Commons**

# SUBJECT TUTOR

## *Position Description*

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**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](mailto:pearsonka@unk.edu)

## Subject Tutor

### *Application*

**Date Received**\_\_\_\_\_ *(office use only)*

Full Name: \_\_\_\_\_ Student ID# \_\_\_\_\_

*Last First M.I.*

Local Address: \_\_\_\_\_ Phone: (\_\_\_\_)\_\_\_\_\_

\_\_\_\_\_ Class Standing: FR SO JR SR GR

City State Zip

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.***

<b><u>Subject</u></b>	<b><u>Course Numbers</u></b>	<b><u>Grades</u></b>	<b><u>Semester Taken</u></b>
<i>Example: Biology</i>	<i>103, 250, 300</i>	<i>A, A, B</i>	<i>99F, 01S, 01S</i>

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

<u>Name</u>	<u>Campus Address</u>	<u>Campus Phone</u>	<u>Subject</u>

## 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:

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- 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?

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

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\_\_\_\_\_  
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*

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## 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*

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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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