# ACADEMIC ADVISING & RETENTION CENTER

### Downing Student Union 2141

Phone (270) 745-5065

Fax (270) 745-5421

# Student Tutor Employee Application

**Please print the completed application, your resume, and letter of recommendation and**

**submit in person to the AARC (DSU 2141) no later than March 23, 2018.**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ WKU ID: 80\_\_\_\_ - \_\_\_\_ \_\_\_\_ - \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_

Cell Phone: ( \_\_\_ \_\_\_ \_\_\_ ) \_\_\_ \_\_\_ \_\_\_ - \_\_\_ \_\_\_ \_\_\_ \_\_\_ Major(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current classification (check one): Freshman Minor(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sophomore

 Junior

 Senior

Anticipated Graduation Date (mm/yy): \_\_\_\_ \_\_\_\_ /\_\_\_\_ \_\_\_\_

Please attach the following with this application:

Note: Incomplete applications will not be reviewed.

* Resume
* One letter of recommendation
	+ We prefer this letter come from a faculty or staff member at WKU. If you have no one on campus who can write on your behalf, you may use other references.
	+ The faculty or staff member may give you their letter to submit with your application materials in person or they may submit it via campus mail (to the AARC) or email as an attachment to sarah.haught@wku.edu.
	+ A GPA of 3.25 is required for all student tutors.

Do you have previous experience with tutoring?

 YES NO

If applying for a PASS leader position, please list the course(s) for which you would like offer group study sessions and/or a professor with whom you would like to work.

In addition to specific courses, please check all of the following you would be interested in tutoring:

 APA Format

 Basic Computer Skills

 Conversational English

 MLA Format

 Note Taking

Reading Comprehension

Study Skills

Test Anxiety

Test Taking Strategies

Time Management

**For Office Use**

Date received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Classification: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Overall GPA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please explain why you are an ideal candidate for the position(s) which you are applying.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**AARC/TLC Hours of Operation**

Monday – Thursday: 8:00 am – 7:00 pm

Friday: 8:00 am – 4:30 pm

Student employees are allowed to work a maximum of 20 hours per week. AARC student employees must work a minimum of 10 hours per week. Please indicate the maximum number of hours (per week) you would prefer working during the fall 2018 semester. \_\_\_\_\_\_\_

References (2 are required):

|  |  |  |
| --- | --- | --- |
| **Name/Title** | **Department** | **Phone Number** |
|  |  |  |
|  |  |  |