

**APPLICATION FOR EMPLOYMENT
ACADEMIC TUTOR/MENTOR -THE LEARNING CENTER**

This application will assess your qualifications for employment with The Learning Center (TLC):

- Must be enrolled as a current student at UW-Green Bay
- Must have a cumulative grade point average of 3.5 or better and have earned a grade of A or A/B in the subject/course.
- Provide a minimum of three faculty/instructor references
- Must show genuine willingness to provide academic assistance to students seeking services to include individual mentoring, drop in hours and weekly study groups
- Must have completed at least 12 college level credits at UW-Green Bay
- Must commit a minimum of 8 hours of weekly availability to the program
- Bilingual applicants encouraged to apply
- Familiarity with on line platforms such as TEAMS, Blackboard Collaborate Ultra, EAB Navigate is recommended

Salaries: This position will earn \$14.00/hour

All applicants agree as a condition of employment to complete a training requirement, sign a confidentiality agreement, and complete ALL University payroll paperwork.

Please return completed form along with class schedule if possible:

Sherri Arendt

arendts@uwgb.edu

send electronically not regular mail

STUDENT INFORMATION

Date: _____

Name _____

SID# _____

Current _____

Permanent _____

Address _____

Address _____

Cell Phone _____

Phone _____

Email _____

Year in School _____

Major/Minor _____

How did you hear about position?

Do you have a work-study award as part of your financial aid award?

If yes, how much per semester?

List the titles of courses successfully completed and would be qualified to tutor/mentor and/or lead study sessions. **RELATED TO MAJOR:**

COURSE TITLE		OTHER:	
	GRADE	COURSE TITLE	GRADE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

We would like to contact a few of your instructors for references. Please list the names of three instructors with whom you have successfully completed coursework.

Name _____ Course _____

Name _____ Course _____

Name _____ Course _____

Describe any experience(s) you have had which you think might have prepared you for this position:

I, the undersigned, certify to the best of my knowledge that the above information is correct.

Applicant Signature: _____ **Date:** _____

Do Not Write Below This Line (Office Use)

Interviewed on ____/____/____ **by:** _____

Comments from Interview _____

Hired: **Yes** _____ **No** _____ **Why:** _____

Approved courses: _____
