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 online 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

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: OTHER:

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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: _______________________________________________________________________
_______________________________________________________________________________________