UNT LEARNING CENTER

GRADUATE STATISTICS LEAD TUTOR APPLICATION

The Position

Lead tutors are model students who effectively facilitate a variety of tutoring services in the Learning Center, including one-on-one tutoring, walk-in tutoring, and online tutoring. Lead tutors also act as ambassadors for the Learning Center, facilitating a variety of workshops and presentations, visiting classes, and advertising the department’s programs. When required, lead tutors also assist in the development and training of the Learning Center’s volunteer tutors.

Requirements

- Possess a GPA of 3.0 or higher in a graduate-level program
- Earned a grade of “A” in the courses in which a tutor facilitates OR demonstrated experience/equivalency in graduate-level statistics
- Ability to communicate well through both oral and written forms of communication
- Knowledge of technical computer skills, with preferred knowledge in Microsoft Office
- Knowledge of technical statistics programs, including SPSS, Excel, and R
- Availability to attend the weekly LT meetings
- Availability to work 15 hours each week
- Tutoring experience is preferred

Job Responsibilities

- Scheduling and conducting tutoring sessions through our scheduling platforms
- Conducting walk-in and appointment-based tutoring sessions
- Monitoring and answering asynchronous student questions
- Monitoring student interactions online
- Answering e-mail correspondence
- Assisting students in finding tutors
- Assisting with volunteer tutor training
- Tabling to advertise Learning Center programs and services
- Development and facilitation of the Grad Stats Course Foundations Workshop series
- Attend all training and meetings as directed by your supervisor
- Other duties as assigned by supervisor

Applicant Contact Information

Full Name: ____________________________________________________________

Email Address: __________________________________________________________

Phone Number: __________________________________________________________

EUID: ___________________  8-Digit ID Number: ____________________________
**Applicant Academic Information**

Please describe your experience with graduate-level statistics:
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________

Classification (Master’s, Doctoral): _______________________________

Expected Graduation Date: ________________________________

Program: _________________________  GPA:____________

**Applicant Employment Information**

Are you currently working for another department on campus? Yes_____  No_____

If “Yes,” please list the department, your job title, and how many hours you work per week:
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________

Please describe any previous tutoring experience (include subject matter, dates, employer, etc.):
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________

Please describe any anticipated involvement in campus activities this semester:
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________

Please list two academic references:

Name: ______________________________________________________________________________
Relationship: _________________________________________________________________________
Phone Number: _______________________________________________________________________
Email Address: _______________________________________________________________________
Applicant Response Section

Please answer the following questions. Answers should be typed and attached to this document when they are submitted.

1. Why are you interested in this position and why do you feel that you would be a good choice?

2. What advice would you give to a new graduate student who feels challenged by their graduate statistics coursework?

3. What is your definition of academic success?

4. What statistics-based computer programs have you had experience using?

I hereby attest that all the information stated on this application is both truthful and accurate.

Signature          Date

***To complete the application process, make sure to also complete the application located on Eagle Careers Powered by Handshake found on your my.unt.edu portal***