UNT LEARNING CENTER

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, group 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
- Earned a grade of “A” in the courses in which a tutor facilitates
- Ability to communicate well through both oral and written forms of communication
- Knowledge of technical computer skills, with preferred knowledge in Microsoft Office
- 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 and tutoring platforms
- Conducting walk-in and appointment-based tutoring sessions
- Monitoring and answering question boards and reviewing assignments
- 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
- 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: ________________________
Dates worked as Volunteer Tutor (If Applicable):______________________________________________
Applicant Academic Information

Qualified Courses to Tutor (Must have received an ‘A’ or equivalent) [Please List All]:

_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________

Classification (Sophomore, Junior, Senior, Post-Bacc, Master’s): _______________________________

Expected Graduation Date: _________________________________________________________________

Major: __________________________ GPA:_________ GPA (Major): ___________

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 freshman that would help them become successful students?

3. What is your definition of academic success?

4. What 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***