

**LEARNING CENTER EMPLOYMENT**



The Learning Center at Kent State Trumbull is continuously seeking highly motivated students for tutoring positions. Students applying for the job must enjoy working with college students of all ages, have an empathic understanding of their needs, and have excellent communication skills.

**JOB DESCRIPTION**

* To assist tutees with academic problems and concerns through a variety of learning techniques.
* To maintain a professional demeanor while conducting tutoring sessions.
* To enable tutees to become independent, responsible learners.
* To demonstrate trust and confidentiality.
* To take responsibility for the appearance of the Learning Center.
* To foster an environment conducive to learning.
* To proctor exams for professors at scheduled times.

**TUTOR QUALIFICATIONS**

* Maintain a cumulative 3.0 GPA.
* Submit 2 letters of recommendation.
* One letter must be from a professor in your tutoring area.
* Register for a minimum of 6 credit hours for each semester of tutoring.
* Complete a one credit Peer Tutoring class (UC 20203) during the first semester of tutoring.
* Submit a sample of your academic writing.

**TUTOR CHARACTERISTICS**

* Self-motivated
* Reliable
* Empathetic
* Responsible
* Cooperative
* Patient
* Discreet
* Respectful
* Friendly

**BENEFITS OF EMPLOYMENT**

* Enjoy working with and meeting other highly motivated students.
* Develop professional relationships with Learning Center coordinators, faculty, and staff.
* Enjoy a flexible work schedule. Schedule your work around your classes.
* Save on traveling expenses by working at the university.
* Build your resume by working with students and professionals.
* Reinforce the knowledge of your subject area by explaining information to students.
* Improve interpersonal skills by working with students and staff.
* Learn to understand the academic needs of others.
* Develop an understanding of individual learning and teaching styles.
* Help students to adjust their learning styles to the teaching styles of their professors.



**LEARNING CENTER TUTOR APPLICATION**

|  |
| --- |
| Received Application\_\_\_\_\_\_\_ Received Letter of Recommendation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Contacted Student \_\_\_\_\_\_\_\_\_ Interview \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Action: |

For which positions are you applying? Circle all that apply.

Spanish Chemistry Biology ASL Economics Study Skills Writing

Psychology English (writing) Mathematics Computers Accounting Physics

Art Philosophy Astronomy History Geography Geology Political Science

Business Music Sociology Communication Theater

**ADDITIONAL SKILLS:**

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**PERSONAL INFORMATION**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First Middle Last

Kent State ID Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Local Address (Street):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, State, and Zip:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Permanent Address (Street)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, State, Zip:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(This is the email we will use to

Kent State Email Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ communicate information.)

Class Standing: FR SO JR SR GR (Please circle) Cumulative GPA:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency Contact (Name and Phone #)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EDUCATIONAL INFORMATION

College\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Major:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class Standing: FR SO JR SR GR (Please circle) Cumulative GPA:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FEDERAL WORK STUDY

Check one:

\_\_\_\_\_\_\_\_ I have been awarded Federal Work Study.

\_\_\_\_\_\_\_\_I have not been awarded Federal Work Study.

JOB INFORMATION

Preferred number of hours per week: Please indicate the semester for which you are

applying:

Less than 10 \_\_\_\_\_\_\_\_\_ Fall \_\_\_\_\_\_\_\_\_

10-15 \_\_\_\_\_\_\_\_\_ Spring \_\_\_\_\_\_\_\_\_

15+ \_\_\_\_\_\_\_\_\_ Summer ­­ \_\_\_\_\_\_\_\_\_

Available work times (Learning Center Hours are Monday – Thursday - 9:00 am – 7:00 pm;

Friday- 9:00 am – 3:00 pm)

Monday\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Thursday\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tuesday \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Friday\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_

Wednesday\_\_\_\_\_\_\_\_\_\_\_\_\_

Please note: The Center is not open during breaks or holidays, or when classes are cancelled. Therefore, you will not be working those days

**COURSEWORK**

List the courses you have taken to date that relate to the position(s) for which you are applying:

|  |  |  |  |
| --- | --- | --- | --- |
| Course Title | KSU Course Number | Grade Received | Term and Year Taken |
|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |
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List the name of the professors who are providing your letters of reference.

|  |  |
| --- | --- |
| Faculty Member | Course/Department |
|  |  |
|  |  |

Describe any formal or informal tutoring experience:

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**WORK EXPERIENCE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Company/Organization | Dates | Supervisor | Phone Number | May we contact? |
|  |  |  |  |  |
| Duties: | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Company/Organization | Dates | Supervisor | Phone Number | May we contact? |
|  |  |  |  |  |
| Duties: | | | | |
|  | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Company/Organization | Dates | Supervisor | Phone Number | May we contact? |
|  |  |  |  |  |
| Duties: | | | | |

**APPLICATION QUESTIONS**

1. Why did you apply for the position of Learning Center tutor? How do you think you would benefit from employment in the Center?
2. How would you motivate students to achieve in their classes?
3. What advice could you give students about study habits?
4. Describe the three greatest differences you have found between high school and college. How could you assist students with these differences?
5. Describe ways you could help students adjust their learning style to their professor’s teaching style.

I give permission for the Learning Center to obtain copies of my academic record to verify my eligibility to tutor. I understand information supplied on this application will be kept confidential.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please complete and return the application, cover page, and your resume to:

(For assistance with your resume and cover letter logon to <http://www.kent.edu/career/index.cfm>)

Elaine M. Shively

Coordinator Academic Services

Kent State University at Trumbull

4314 Mahoning Avenue NW

Warren, Ohio 44483-1998

330-675-8932 or 330-675-8802

[eshively@kent.edu](mailto:eshively@kent.edu)

APPLICANT:

Please complete the top portion of the reference form. After completing the applicant section, please give the form to your professor to include with his/her reference letter.

To be completed by the Applicant:

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For which positions are you applying? Circle all that apply.

Spanish Chemistry Biology ASL Economics Study Skills Psychology English (writing)

Mathematics Computers Accounting Physics Art Philosophy Astronomy History

Geography Geology Political Science Business Music Sociology Communications

Theater

To the Applicant:

Under the Federal Family Educational Rights and Privacy Act of 1974 and subsequent legislation, students have the right to inspect letters of reference. It is you option to preserve or to waive your right of access to such letters. We believe, however, that references completed in confidence are especially valuable in assessing qualifications. Please mark the appropriate sentence below indicating your waiver choice, and sign your name.

\_\_\_\_\_\_\_\_I waive my right to review the completed reference form and letters of recommendation.

\_\_\_\_\_\_\_\_I do not waive my right to review the completed reference form and letters of recommendation.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EVALUATOR:

The following form is to be completed by the evaluator and returned with your reference letter to :

Elaine M. Shively

Coordinator Academic Services

Kent State University at Trumbull

4314 Mahoning Avenue NW

Warren, Ohio 44483-1998

330-675-8932 or 330-675-8802

[eshively@kent.edu](mailto:eshively@kent.edu)

Name of applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Evaluator’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School/Department\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How long have you known this applicant?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In what capacity?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please evaluate the applicant with regard to the following qualities:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Rare  Top 5% | Excellent  Top 10% | Good  Top 25% | Above Avg.  Top 50% | Below Avg.  Lower 50% | Unable to  Judge |
| Intellectual  Ability |  |  |  |  |  |  |
| Leadership  Ability |  |  |  |  |  |  |
| Writing  Skills |  |  |  |  |  |  |
| Creativity |  |  |  |  |  |  |
| Energy and  Enthusiasm |  |  |  |  |  |  |
| Persistence and Drive |  |  |  |  |  |  |
| Ethics and Morals |  |  |  |  |  |  |
| Shows initiative |  |  |  |  |  |  |

Evaluator’s signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_