Center for Academic Excellence
Application to be a Tutor Spring Semester 2024

Application Process:

Applications DUE by 5 pm on Friday November 17, 2023.

- Submit your application (the form is fillable) via email to cae@asbury.edu.
- Include a **cover letter** with your application. In your cover letter, please use the following questions to guide your response:
  - **What qualities do you have that would make you a good tutor?**
    - Do you have any experience as a tutor? In what subjects?
    - Why do you want to work in the CAE?
    - If you have a specific major, how might that help you contribute to our workplace dynamic? How might skills that you have gained in your major classes help you tutor?
    - How would you deal with challenges that might arise in a session, especially a lack of understanding from a student?
- **Two faculty reference forms**
  - At least one faculty member must be able to comment specifically on the position you are applying for.
  - See pages 5&6 for reference form and job description to provide to faculty members. The reference form is not fillable. It must be printed out and given to your professors. The applicant must also complete the top of the form to waive their rights to the information before giving it to the faculty member.

- Once you have submitted the cover letter, application, references, and response, **we will respond within one week** to let you know whether you have been invited for an interview.
- If you are invited for a group interview, we will send you the schedule of available times. Group interviews typically last 30 minutes.
- **Applications are due by 5:00 pm on Friday November 17, 2023**
- If you decide to withdraw your application at any point during the application process, please notify us immediately.

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First Name:	Middle Initial:	Last Name:
Phone #: **Email:**		**Cumulative GPA:**
Major(s) and Minor(s):		**Expected Graduation Date:**

Which CAE position (s) are you applying for: ☐ Academic Coach ☐ Writing Consultant   ☐ Course Tutor
How many hours per week are you willing to work? *(minimum of 5 but prefer 8-10)*
Have you previously applied to work for the CAE?   YES ☐   NO ☐   If yes, what positions(s)?
Have you ever used the (CAE) services?   YES ☐   NO ☐   **If yes, which ones?**

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Mandatory Consultant Orientation will be held during the first week of class in the Spring semester.

- **Date: Friday, January 12**   **Time:**   **6 – 9 p.m.**
  Saturday, January 13   **9 a.m. – 12 p.m.**

Can you commit to this spring training session? YES ☐ NO ☐
       If not, please explain (for rare exceptions, we can make up the training on alternative days)**:**

You will be enrolled in a required 1-credit hour pass/fail class, listed as UNV 300. The above meetings fulfill the requirements for the in-person portion of the course. There are 4 additional units that are to be completed online (Discovery) before the end of the semester.

If hired, do you give the CAE permission to include your photo on the CAE website and the Accudemia tutor appointment website?   ☐ YES   ☐ NO

This is a job. We expect you to work hard, communicate effectively with us, and fully meet the expectations laid out in your job description. **Prompt communication is essential for this position.** You must *check your email daily* to see if you receive any tutoring assignments or other pertinent information from the Center for Academic Excellence. You are expected to respond promptly.

Just as in any other job, you are expected to give us a full two weeks' notice prior to leaving if you decide to stop working as a tutor. During those two weeks, you will be expected to continue meeting with tutees and fulfilling all responsibilities as laid out in the job description.

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Writing Consultant Job Description

- Meet one-on-one with tutees in person or online for discussion-based sessions
- Prepare lessons for sessions with tutees (e.g., reviewing uploaded documents, gathering worksheets, etc.)
- Adapt to tutees needs and be willing to engage with faculty to find newer and better ways to help students
- Present information about CAE writing consulting to classes as needed
- Facilitate writing workshops for classes as needed
- Complete tutor assessments in timely manner
- Refer tutees to other services as needed

Academic Coach Job Description

- Refer tutees to proper on-and off campus resources
- Coach tutees on academic strategies such as study methods, test-taking skills, and note-taking skills
- Motivate tutees toward achieving academic and personal goals
- Serve as the liaison between UNV 120, 205 and 305 faculty and students by seeking out tutees' concerns and discussing them with faculty and/or CAE staff
- Assist in the communication of course requirements and university expectations
- Provide mentoring support for tutees during group and one-on-one sessions and serve as a listening ear for tutees
- Provide referrals for tutees concerning social and emotional issues when necessary
- Complete tutor assessments in timely manner

Course Tutor Job Description
- Prepare for tutoring sessions prior to appointments
- Communicate regularly with professors who teach classes that the course tutor is responsible for
- Provide course support for tutees (eg., explain course specific material, help tutees prepare for exams, etc.)
- Provide resources for students to become independent learners.
- Communicate tutee concerns with CAE Staff
- Complete tutor assessments in timely manner
- Refer tutees to other services as needed

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CAE Tutor Reference Form

Do you, **the applicant**, waive your right of access, as afforded under state and federal law, to the information provided in this form? Yes ____   No ____

Printed Name _____   Position(s) applied for:

Signature_____ Date _____

To Faculty—This student has applied to be a Tutor for the CAE and has listed you as a reference. Please refer to the job description on the fourth page of this form to familiarize yourself with our general expectations for a tutor then evaluate the student on the following attributes, using the scale provided. If you have had no opportunity to observe a certain characteristic, please leave the item blank. Once completed, please **CPO to Joanna Crabtree** or **return the form to the Center for Academic Excellence**.

Reference forms are due **by 5:00 pm on Friday November 17, 2023**

Signature _____ Date _____

Printed Name _____

Relationship to the applicant _____
Length of time known _____

	Below Average	Average	Above Average	Outstanding
Empathy				
Flexibility				
Open Mindedness				
Assertiveness				
Responsibility				
Interpersonal Skills				
Time Management				
Commitment to Asbury's Values and Expectations				
Study Skills				
Quality of Class Work				
Motivation				
Initiative				

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Please comment on the student's abilities and the strengths they would bring to the Center for Academic Excellence.

Please comment on areas on which this student might need to work to be an effective member of the Center for Academic Excellence.

Additional comments (attach another sheet if necessary)

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For Course Tutors:

To confirm that professors would recommend you for each of the classes listed below, please do the following:

      a. After you add the courses you want to tutor, please print this page of the application.

      b. Have each respective professor sign off on the printed page after you have spoken with them about tutoring for this class. If the professor with whom you took the class is no longer teaching here or if you took the class at another school, please have the department head for that course sign off on it if they can verify that you are qualified to tutor the material.

Course # (ex: HIS 102A)	Professor	Grade Received	Approved by Professor