Function: To assist students’ understanding in academic areas of concerns through tutoring within the William H. Thompson Scholars Learning Community.

Duties and Expectations:
- Enhance the learning experiences of students and provide them with beneficial resources to receive help and guidance in their studies
- Tutor 1-3 days per week (Monday-Wednesday) during the hours of 6pm-10pm
- Complete individual tutoring logs detailing when tutoring was completed
- Attend Orientation and Training Sessions
- Attend monthly group training and individual supervision sessions
- Maintain a working and cooperative relationship with the supervisor
- Abide by all University policies

Desired Characteristics:
- Strong interpersonal communication skills
- Ability to be a team player
- Responsibility and reliability
- Ability to relate to diverse groups
- Strong academic skills
- Good organizational abilities
- Desire to help others

Minimum Qualifications:
1. Upper-class standing as of Fall Semester, 2015
2. A cumulative GPA of 3.50
3. Received an A in the course in which you desire to tutor
4. Full time enrollment at UNL

Preferred Qualifications:
1. Previous experience as a tutor or classroom assistant

Job Benefits:
1. An hourly wage
2. Rewarding personal and professional growth experience
William H. Thompson Scholars  
Learning Community  
Tutor Selection  
Application 2015-2016

Personal Information:

Name: ___________________________________ Gender: __________________

Student ID: __ __ __ __ __ __ __ __  
Current Class standing: Fr So Jr Sr Grd

Current Address  
Permanent Address

__________________________________________  
__________________________________________

Phone: ___________________ -H  
Phone: ______________ -C  
Phone: ___________________  
E-mail: _____________________

Circle One

U.S. Citizen  Permanent Resident  International Student  
(Type of visa: ______)

Academic Information:

Major: ___________________________  Minor: ___________________________

Credit Hours Completed_____________  Cumulative GPA: _________________

Credit Hours to be carried during the Tutor appointment period:  Fall_________Spring_______

NAME OF THE SUBJECT(S) YOU ARE QUALIFIED TO TUTOR:
(To be qualified as a tutor for a subject, you must have completed the class/equivalent class with an A.  
Please identify the subject and course numbers you would like to tutor).

1._________________________________________  _________________________

2._________________________________________  _________________________

3._________________________________________  _________________________

4._________________________________________  _________________________

Co-Curricular Activities:

Please indicate your anticipated time commitments during the Tutor appointment period including the  
number of hours per week you will be involved in those activities

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

If you have ever been employed/ currently employed by the University of Nebraska-Lincoln, please  
provide the following information:

Most recent department you were employed by: _____________________________

Semester/Year employed___________________________Job Title__________________________
Names of Faculty Members who provided a reference for you:

(Include phone or e-mail address):
1.
2.

Do you have any tutoring experience: ____Yes ____No
If yes, where? ___________________________________________________
_______________________________________________________________

Tutor Agreement:

I have read the Tutor Job description and I agree to perform these duties if I am appointed to the position. I also understand that this appointment is for one academic year and that I must perform my duties in a satisfactory manner or my appointment may be terminated. I also understand that future reappointment is subject to reapplication/evaluation. Further, I verify the information I have provided in this application is truthful.

___________________________  __________________________
Signature of Applicant          Date

Academic Services Grade Check Authorization

I grant permission to Academic Services to release my Grade Point Average to the William H. Thompson Scholars staff for the purpose of verifying my current cumulative Grade Point Average.

___________________________  __________________________
Signature of Applicant          Date

Please return completed application to:

Kelli King
W.H.Thompson Scholars Learning Community
Jackie Gaughan Multicultural Center, Room 139
Lincoln, NE 68588-0447

The University of Nebraska, an Affirmative Action/Equal Opportunity institution, does not discriminate in its employment, admission, or related service programs.
William H. Thompson Scholars Learning Community
Tutor Selection
Reference Form

Tutor Applicant Name __________________________
Subject areas and courses the Applicant would like to tutor in: __________________________
                                                                                       
Reference’s Name/ Position _____________________________________________________________
Reference’s Relationship to Applicant_________________________Phone (_____)-_____ 

This section to be completed by Applicant:

_____ I retain my right to review this reference after it has been completed.
_____ I give up my right to review this reference after it has been completed.

__________________________________________  __________________________
Signature of Applicant                        Date

Reference Form for the Tutor Position:
The Applicant is applying to be a tutor in the subject areas/courses identified above for freshman and sophomores who need academic assistance. Tutors will provide individual and small group tutoring in the William H. Thompson Scholars Study Café. Tutors will receive thorough training on tutoring principles before working with students; however will need to be proficient in their identified subject areas/courses.

Academic Background
What course(s) has the applicant studied with you? ________________________________

Have you had any contact with the student outside the class(es) mentioned above?_________

What course(s) do you feel the applicant can effectively tutor: ________________________
Please use the following responses:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SA</td>
<td>Strongly Agree</td>
</tr>
<tr>
<td>A</td>
<td>Agree</td>
</tr>
<tr>
<td>D</td>
<td>Disagree</td>
</tr>
<tr>
<td>SD</td>
<td>Strongly Disagree</td>
</tr>
<tr>
<td>NA</td>
<td>Not Applicable to my experience with the applicant</td>
</tr>
</tbody>
</table>

1. The applicant has strong understanding of material in the subject area he/she desires to tutor in.
2. The applicant would treat students fairly.
3. The applicant would develop strong, positive working relationships with students.
4. The applicant is a team player.
5. The applicant communicates in a clear and consistent manner with students.
6. The applicant has the ability to maintain a positive attitude.
7. The applicant is timely in completing administrative tasks.
8. The applicant is dependable to meet expectations.
9. The applicant understands other’s emotions and can deal with them appropriately.
10. The applicant is patient with others.
11. The applicant does not try to impose his/her beliefs on others.
12. The applicant can work independently.

Please comment on this applicant’s strengths or limitations that have not already been addressed.

Please check the statement that most closely fits your assessment of the applicant as a Tutor.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Highly Recommend</td>
<td>Recommend</td>
</tr>
<tr>
<td>Recommend with Reservations</td>
<td>Do Not Recommend</td>
</tr>
</tbody>
</table>

Signature of Reference ___________________________ Date ___________________________

Please address any questions to: Kelli King at (402) 472-5523 or whthompsonscholars@unl.edu

Please return completed reference form to:

Kelli King
W.H.Thompson Scholars Learning Community
Jackie Gaughan Multicultural Center, Room 139
Lincoln, NE 68588-0447
William H. Thompson Scholars Learning Community
Tutor Selection
Reference Form

Tutor Applicant Name __________________________

Subject areas and courses the Applicant would like to tutor in: ____________________________
________________________________________________________________________________
________________________________________________________________________________

Reference’s Name/ Position _____________________________________________________
Reference’s Relationship to Applicant_________________________Phone (____)_____-_____ 

This section to be completed by Applicant:

_____ I retain my right to review this reference after it has been completed.
_____ I give up my right to review this reference after it has been completed.

__________________________________________ ____________________________
Signature of Applicant Date

Reference Form for the Tutor Position:
The Applicant is applying to be a tutor in the subject areas/courses identified above for freshman and sophomores who need academic assistance. Tutors will provide individual and small group tutoring in the William H. Thompson Scholars Tutoring Center. Tutors will receive thorough training on tutoring principles before working with students; however will need to be proficient in their identified subject areas/courses.

Academic Background
What course(s) has the applicant studied with you? ________________________________

Have you had any contact with the student outside the class(es) mentioned above?________

________________________________________

What course(s) do you feel the applicant can effectively tutor: __________________________
Please use the following responses:

SA = Strongly Agree
A = Agree
D = Disagree
SD = Strongly Disagree
NA = Not Applicable to my experience with the applicant

___ 1. The applicant has strong understanding of material in the subject area he/she desires to tutor in.
___ 2. The applicant would treat students fairly.
___ 3. The applicant would develop strong, positive working relationships with students.
___ 4. The applicant is a team player.
___ 5. The applicant communicates in a clear and consistent manner with students.
___ 6. The applicant has the ability to maintain a positive attitude.
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___ 9. The applicant understands others’ emotions and can deal with them appropriately.
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___ 11. The applicant does not try to impose his/her beliefs on others.
___ 12. The applicant can work independently.

Please comment on this applicant’s strengths or limitations that have not already been addressed.

Please check the statement that most closely fits your assessment of the applicant as a Tutor.

___ Highly Recommend  ___ Recommend
___ Recommend with Reservations  ___ Do Not Recommend

__________________________________________  __________________
Signature of Reference  Date

Please address any questions to:

Please return completed reference form to:
Kelli King
W.H.Thompson Scholars Learning Community
Jackie Gaughan Multicultural Center, Room 139
Lincoln, NE 68588-0447