



● **Background Information**

Name: _____ Date: _____

Date of Birth: _____ ID #: _____

Class Year: 2021 2022 2023 Other (explain): _____

Major: _____ Minor: _____

Advisor: _____ Overall GPA: _____

Home Address: _____

Email: _____ Cell Phone: _____

Do you have plans to *study abroad*? No Yes If so, what semester? _____

Do you have plans to *student teach*? No Yes If so, what semester? _____

Are you on a *varsity athletics team*? No Yes If so, which team? _____

Are you a part of a *Greek organization*? No Yes If so, which org? _____

Are you a part of *NROTC*? No Yes

● **Preferred Tutoring Areas (Please check no more than four)**

- Accounting Aviation Biology Chemistry Communication
- Comm. Sciences Computing Science Economics Education Engineering
- Finance French Geography History Humanities
- Information Systems Int'l Business Kinesiology Management Marine Science
- Marketing Mathematics Music Naval Science Nursing
- Philosophy Physics Political Science Psychology Spanish
- Social Sciences Sociology Sport Business Sustainability

Other: _____

● **Scheduling Information**

How many semesters will you be available for work? (# of semesters until you graduate) _____

How many hours a week do you want to work? _____ minimum (4) _____ maximum (12)

Please list any scheduling conflicts that may interfere with your tutoring (other jobs, activities, etc.):

Are you eligible for Federal Work Study? Note: This will *not* affect your eligibility. Yes No

● **Personal Statement**

In an attached document, please respond to the following questions in no more than two typed pages.

1. Why does becoming a tutor seem attractive to you and what characteristic(s) do you possess that will make you a good tutor?
2. How do you imagine your role in helping your peers to improve their skills? In other words, what are some general guidelines that you, as a tutor, would follow?

● **Interview**

If you are selected to come in for an interview, you will be contacted by email. For this interview, you must be prepared to meet with the Associate Director of Academic Support.

Please familiarize yourself with our services and our mission. You may also bring questions to ask the selection committee at the end of your interview; we will be happy to answer them.

● **Faculty References**

Please let us know who will be sending us recommendations for you. The two recommendations should be faculty *in your primary tutoring areas*.

1) Name: _____ Department: _____

2) Name: _____ Department: _____

Important Dates – All are MANDATORY:

March 5	Applications Due to Marissa Loon, Associate Director of Academic Support
March 2 – 6	Interview Sign-Ups (Notified by E-mail)
March 16 – 27	Individual Interviews (By Appointment)
March 31	Tentative Notification of 2020-2021 Tutors (Notified by E-mail)
Week of April 13	All-Staff Meeting

NOTE: Only COMPLETE applications will be accepted. Please make sure you submit all of the above required application materials *together* as one application. Incomplete applications will not be considered for an interview.

Questions or concerns about applying to be a peer tutor?
Contact Marissa Loon, Associate Director of Academic Support
By phone (904-256-7680) or by email at mloon@ju.edu

PLEASE READ CAREFULLY BEFORE SIGNING

By signing below, I hereby claim the information contained in this application is correct to the best of my knowledge. I understand in regards to the Academic Support Center Peer Tutoring Program, I am being selected into a prestigious leadership and professional position as an academic role model for new students and my peers.

I authorize the Academic Support Center to check both my academic and judicial records to determine my eligibility for the position for which I am applying. If accepted as a Peer Tutor, I understand that violating any Jacksonville University policies, especially those dealing with academic integrity and drugs/alcohol, may result in the forfeiting of my position.

I agree to check my JU email at least once daily for important information and updates, and will respond to requests in a timely manner.

I have read and understand the content of this application and agree to the terms stated above.

As a 2020 Peer Tutor Applicant, I, (print name) _____, understand that applying for the position of Peer Tutor includes attendance at all scheduled training sessions and meetings.

Print Name

Applicant Signature

Date

Required Application Materials (ALL Must Be Submitted):

- Completed Application
- Personal Statement
- Unofficial Transcript (printed from MyJU)
- TWO** completed **Faculty** Reference Forms
 - Please request that the faculty members return the form by email or through campus mail to the ASC (addressed to Marissa Loon); they can also bring them to the ASC directly.
 - These should be completed by faculty members who can speak to your abilities in the subject area(s) for which you want to tutor.

Applications should be returned to:

(by email, interoffice mail, or in person)

Marissa Loon, Associate Director of Academic Support
Swisher Library, Room 308
mloon@ju.edu

Due no later than March 5