Thank you for your interest in a position with the Tutorial Assistance Network (TAN), a division of the Office of Retention and Persistence. Only currently enrolled students with a 3.00 GPA or above may apply. Please ensure that you have completed and included the following in your application packet prior to submission.

1. Tutor/SI Leader Application (Sections A-H) □ COMPLETE □ INCOMPLETE
2. Cover Letter (See Section E) □ COMPLETE □ INCOMPLETE
3. Minimum of three (3) Faculty Recommendation Forms (see section G). The course faculty for each course for which you are attempting to provide tutoring or SI is required to submit a Faculty Recommendation Form. Faculty may also submit additional letters of reference (optional).
   □ COMPLETE □ INCOMPLETE
4. Unofficial AAMU Transcript and/or previous institution transcript. (Log in to your BANNER account and print a copy) □ COMPLETE □ INCOMPLETE
5. Tutor/SI Leader Contract (Only obtained if hired) □ COMPLETE □ INCOMPLETE

WAIT!!

- Have you completed all sections of your application? ______________
- Have you signed your application? ______________
- Are you committed to working with your clients in a manner that is conducive to their learning styles and the University’s mission and values? ______________
- Are you committed to providing excellent customer service at all times? ______________

If you are selected for an interview, please ensure that you are familiar with the mission and values of Alabama A&M University and the Tutorial Assistance Network (TAN) prior to your interview.
**SECTION A – DEMOGRAPHIC, EMPLOYMENT & EDUCATIONAL INFORMATION**

Date: __________  BANNER ID: ______________  Semester & Year Applied: ____________  Position: Tutor  SI Leader

Name: ____________________________  Local Telephone No(s): ______________  Cell: ______________

Local Mailing Address: ____________________________  AAMU Email Address: ______________  Gender: ______________

Permanent Mailing Address: ____________________________  Other Email Address: ______________

Permanent Telephone No(s): ______________

Are you currently employed? ________  No. of hours: ________  No. of hours off campus______  No. of hours on campus______

Do You Have Work Study? ________  If yes, state the amount awarded______

Are you a U.S. citizen/permanent resident? Yes_____  No______  If no, do you have valid work authorization? Yes_____  No______

When will you be able to start employment? ______________________  No. hours available per week (Mon-Fri.) __________

Do You Have Any Health Problems? (Please Specify) ______________________

Are You An Athlete? ________  In What Sport(s) Are You Involved? ______________________

Classification: ______________________  Cumulative GPA: __________  Expected Graduation Date: ________

Major: ____________________________  Minor: ____________________________

Number of enrolled credit hours for the upcoming semester: ________

**SECTION B – OTHER EDUCATIONAL INSTITUTIONS**

Did you graduate or transfer from another university? Yes_____  (complete Section B)  No_____  (proceed to Section C)

Graduating or transferring college/university: ____________________________  Year _____

Previous institution’s academic references and contact information for courses you are applying to tutor:

<table>
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<tr>
<th>Reference</th>
<th>Title</th>
<th>Telephone number and/or email address</th>
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**SECTION C – JOB SKILLS**

Automated word processing (specify equipment):

Typing speed _________ words per minute.  Shorthand speed _________ words per minute.

Please list any information or job skills you think would help us evaluate your application, including training, seminars, workshops, and achievements or specialized skills:

Please specify your knowledge and efficiency with the following, using E for Excellent, G for Good, F for Fair, NS for No Skills in this area:

<table>
<thead>
<tr>
<th>Microsoft Access</th>
<th>Microsoft Excel</th>
<th>Microsoft Word</th>
<th>Microsoft PowerPoint</th>
<th>Internet Explorer</th>
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<th>Microsoft Publisher</th>
<th>Microsoft FrontPage</th>
<th>Microsoft Outlook</th>
<th>Adobe PageMaker</th>
<th>Other</th>
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Statistical analysis _____  List programs used to analyze data

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**SECTION D – EXTRA CURRICULA ACTIVITIES/POSITIONS**

Please list your anticipated and current memberships and involvement in clubs, organizations, and part-time employment

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SECTION E – WRITING REQUIREMENT
Please submit a typed, double spaced cover letter with your application. Your cover letter should include why you are interested in working with TAN, previous work and/or leadership experiences which may assist you in this position, how you will provide excellent customer service to the University and departmental clients and why you chose Alabama A & M University.

SECTION F – ADDITIONAL INFORMATION
1. Are you confident with your abilities in the chosen courses? Yes_____ No_____

2. If selected for this position, will you commit to attending Tutor/SI leader training? Yes_____ No_____

3. Why are you interested in this position, and why do you feel that you are a good candidate?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

4. What advice would you give freshmen to help them become successful students?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

5. Describe three study strategies that have helped you perform well in your classes.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
SECTION G – EMPLOYMENT HISTORY
(Please provide information regarding your last three positions)

POSITION I:
Job Title _________________________________ Employer _________________________________
Phone _________________________________ Address _________________________________
Immediate Supervisor ___________________________ Address _________________________________
Type of Business _________________________________
Duties_________________________________________________________

Reason For Leaving _____________________________________________________________
Dates of Employment ___________________________ May we contact this employer? ____________

POSITION II:
Job Title _________________________________ Employer _________________________________
Phone _________________________________ Address _________________________________
Immediate Supervisor ___________________________ Address _________________________________
Type of Business _________________________________
Duties_________________________________________________________

Reason For Leaving _____________________________________________________________
Dates of Employment ___________________________ May we contact this employer? ____________

POSITION III:
Job Title _________________________________ Employer _________________________________
Phone _________________________________ Address _________________________________
Immediate Supervisor ___________________________ Address _________________________________
Type of Business _________________________________
Duties_________________________________________________________

Reason For Leaving _____________________________________________________________
Dates of Employment ___________________________ May we contact this employer? ____________

SECTION H – REFERENCES
Please have your reference complete and submit the attached Tutor/SI Leader Faculty Recommendation Form. Recommendation forms may be submitted from previous faculty, staff, colleagues or other persons able to support/validate your candidacy for the position.

1. ____________________________________________________________
   Name ___________________________ Address ___________________________ Phone Number ___________ Title/Organization __________________________

2. ____________________________________________________________
   Name ___________________________ Address ___________________________ Phone Number ___________ Title/Organization __________________________

3. ____________________________________________________________
   Name ___________________________ Address ___________________________ Phone Number ___________ Title/Organization __________________________
SECTION I – COURSES RECOMMENDED TO TUTOR/SI
Please complete the following information for the courses you are requesting to tutor:

<table>
<thead>
<tr>
<th>Course No. and Name</th>
<th>Grade</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 203, World Literature I</td>
<td>A</td>
<td>Ms. Rivers</td>
</tr>
</tbody>
</table>

The completion of this application does not in any way guarantee the applicant a position with the Tutorial Assistance Network (TAN). The applicant also agrees that TAN may verify the information provided by the applicant. By signing this application you acknowledge that the information provided is true; and that any attempts to falsify records will result in the voiding of your application or immediate dismissal.

____________________________  ____________________________
Signature                     Date
TUTORIAL ASSISTANCE NETWORK (TAN)  
TUTOR/SUPPLEMENTAL INSTRUCTION (SI) LEADER EMPLOYMENT PACKET (Rev. 4/14)  
Physical Address: 223 Thomas Hall, Normal, AL 35762  
• Phone: (256) 372-5487 • Email: tan@aamu.edu •

ACADEMIC TUTOR JOB DESCRIPTION

DUTIES

• Attend all mandatory tutor training sessions  
• Attend all scheduled tutorial sessions  
• Serve as a student role model  
• Contact all assigned students to inform, verify or remind of tutorial sessions  
• Make in-class presentations and announcements  
• Create promotional materials for tutored courses  
• Maintain contact with course professors  
• Complete and submit tutorial paperwork, including Tutee Records, Time Sheets, and Walk-in Sign in Sheets  
• Schedule and attend meetings with the TAN Program Specialist and peers  
• Submit weekly reports to the TAN Program Specialist  
• Maintain contact with the TAN Program Specialist regarding changes to tutorial sessions, including tutoring times, locations and student progress  
• Maintain consistent work hours  
• Distribute, collect and return intermittent and end of semester TAN surveys  
• Complete necessary personnel and administrative paperwork  
• Model appropriate positive, academic attitudes and behaviors to staff, faculty, and students  
• Ability to work with college students of diverse ethnic backgrounds  
• Willingness to let students do the work  
• Ability to facilitate a positive, focused, yet relaxed tutoring environment  
• Perform other duties as assigned

MINIMUM QUALIFICATIONS

• An overall GPA of 3.00 or higher  
• A or B grades in the courses to be tutored  
• A grade of A or B in the selected tutorial course(s)  
• A minimum of three Faculty Recommendation Forms, one from each of the professors for the courses to be tutored  
• Excellent interpersonal and communications skills  
• Successful completion of tutor training  
• Possess critical thinking and problem solving skills
SUPPLEMENTAL INSTRUCTION LEADER JOB DESCRIPTION

- Attend all mandatory SI leader training sessions
- Attend all class meetings of the selected course, take notes, and complete assigned readings
- Serve as a student role model
- Schedule and conduct three to five 50-minute sessions each week
- Make in-class presentations and announcements
- Make promotional materials for study sessions
- Maintain contact with course professors
- Complete all paperwork, including SI Session Sign In Sheets and Times Sheets
- Schedule exam review sessions as necessary
- Collect attendance data for each study session
- Schedule and attend meetings with the SI Program Specialist and peers
- Submit weekly reports to the SI Program Specialist
- Maintain contact with the SI Program Specialist regarding session meeting times, locations, and student progress
- Maintain consistent office hours
- Maintain flexible working hours with the possibility of evening and weekend hours
- Distribute, collect, and return various Supplemental Instruction surveys
- Complete necessary personnel and administrative paperwork
- Model appropriate academic attitudes and behaviors to staff, faculty, and students
- Ability to work with college students of diverse ethnic backgrounds
- Perform other duties as assigned

MINIMUM QUALIFICATIONS

- Second semester sophomore standing (junior or senior preferred)
- Maintain an overall GPA of 3.00 or higher
- A grade of A or B in the selected SI course from the professor
- Three Faculty Recommendation Forms from the specified SI course faculty plus two other Faculty Recommendation Forms
- Excellent interpersonal and communications skills
- Successful completion of SI leader training
- Possess critical thinking and problem solving skills