



TUTORIAL ASSISTANCE NETWORK (TAN)

TAN EMPLOYMENT PACKET (Rev. 5/19)

Physical Address: 276 Councill Hall, Normal, AL 35762

Phone: (256) 372-5487

Email: linda.skeete@aamu.edu

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PACKET CHECKLIST

Thank you for your interest in a position with the Tutorial Assistance Network (TAN). 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/SLA Leader Application (*Sections A-H*)
Please ensure you complete all sections and sign the application. You may retain the job descriptions on pages 6 and 7 for your records.
2. Cover Letter (*See Section E*)
To ensure you submit a professional cover letter, please visit Career Development Services in Patton Hall, Room 101 or The Write Place in Room 125 of Carver Complex North (CCN).
3. Minimum of three (3) Faculty Recommendation Forms (*see section G*).
Faculty Recommendation Forms must be submitted from the respective course faculty for each course the applicant is applying to tutor, SI or SLA.
4. Unofficial AAMU Transcript and/or previous institution transcript.
Students may print their AAMU unofficial transcripts by logging into their BANNER account.

FOR TAN PERSONNEL USE ONLY

Date Received _____ **Application Completed?** Yes _____ No _____

Missing Information

- Tutor/SI Leader/SLA Leader Application _____
- Signature _____
- Cover Letter _____
- Faculty Recommendation Forms _____
- Unofficial AAMU Transcript and/or previous institution transcript _____
- Other _____

* * *

Hired? Yes _____ No _____ **Date Hired** _____ **Official Start Date** _____

NOTES: _____



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SECTION A – DEMOGRAPHIC, EMPLOYMENT & EDUCATIONAL INFORMATION

BANNER ID: _____ Date Applied (MMDDYYYY): _____

Name: _____ Local Telephone No(s): _____ Cell: _____

Local Mailing Address: _____

AAMU Email Address: _____ Sex: _____

Position(s): Tutor SI Leader SLA Leader Graduate Student Assistant

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

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 _____

Do you have any health problems we should be aware of? (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:

Reference	Title	Telephone number and/or email address
Reference	Title	Telephone number and/or email address
Reference	Title	Telephone number and/or email address

SECTION C – JOB SKILLS

Please list any information or job skills you think would enhance your employment with the Tutorial Assistance Network (TAN), 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:

Microsoft Excel _____	Microsoft Word _____	Microsoft PowerPoint _____	Microsoft Publisher _____
Microsoft Outlook _____	Internet Explorer _____	Google Hangouts _____	Google Docs _____
Google Forms _____	Google Slides _____	YouTube _____	Facebook _____
Twitter _____	Instagram _____	Flickr _____	GroupMe _____
Jing _____	Slideshare _____	Typing Speed _____	(Free one-minute typing test at typingtest.com)

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 comfortable working closely with other students? Yes_____ No_____
2. If selected for this position, will you commit to attending all scheduled training? Yes_____ No_____
3. Why are you interested in this position, and why do you believe that you are a good candidate?

4. Identify three success tips which may help freshmen to become successful students?

5. Identify and describe three study strategies that have helped you to master the course content in your classes.

6. What leadership skills do you hope to develop in this position?

7. What is your understanding of this statement? “The customer is always right.”



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

POSITION I:

Job Title _____ Employer _____

Phone _____ Address _____

Immediate Supervisor _____

Type of Business _____

Duties _____

Reason for Leaving _____

Dates of Employment _____ May we contact this employer? _____

POSITION II:

Job Title _____ Employer _____

Phone _____ Address _____

Immediate Supervisor _____

Type of Business _____

Duties _____

Reason for Leaving _____

Dates of Employment _____ May we contact this employer? _____

POSITION III:

Job Title _____ Employer _____

Phone _____ Address _____

Immediate Supervisor _____

Type of Business _____

Duties _____

Reason for Leaving _____

Dates of Employment _____ May we contact this employer? _____

SECTION H – FACULTY REFERENCES

Please have each reference to complete and submit a Tutor/SI/SLA Leader Faculty Recommendation Form. Recommendation forms may be submitted from the course faculty, staff, and other persons able to support/validate your candidacy for the position.

1. _____
Name Office Location/Address Extension/Phone Number Title

2. _____
Name Office Location/Address Extension/Phone Number Title

3. _____
Name Office Location/Address Extension/Phone Number Title



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SECTION I – COURSES RECOMMENDED TO TUTOR/SI/SLA

Please complete the following information for the courses you are requesting to tutor, SI or SLA:

Example

Course No. and Name: ENG 203, World Literature I Grade: A Instructor: Ms. Rivers

Course No. and Name: _____ Grade: _____ Instructor: _____

Course No. and Name: _____ Grade: _____ Instructor: _____

Course No. and Name: _____ Grade: _____ Instructor: _____

Course No. and Name: _____ Grade: _____ Instructor: _____

Course No. and Name: _____ Grade: _____ Instructor: _____

Course No. and Name: _____ Grade: _____ Instructor: _____

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Course No. and Name: _____ Grade: _____ Instructor: _____

Course No. and Name: _____ Grade: _____ Instructor: _____

Course No. and Name: _____ Grade: _____ Instructor: _____

Course No. and Name: _____ Grade: _____ Instructor: _____

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

ACADEMIC PEER 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 documents, including GradesFirst reports, Google Docs and Banner/Webtime Time Sheets, and Walk-in Sign in Sheets
- Distribute and encourage the submission of Tutee Evaluations
- 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 students' 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
- Work with college students of diverse ethnic backgrounds
- Facilitate tutorial sessions where students do the work
- 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 minimum of three Faculty Recommendation Forms
(*One recommendation form from each of the professors for the courses to be tutored.*)
- Excellent interpersonal and intrapersonal communications skills
- Successful completion of tutor orientation
- Critical thinking and problem solving skills

SUPPLEMENTAL INSTRUCTION (SI) LEADER JOB DESCRIPTION

DUTIES

- Attend all mandatory SI leader training sessions
- Attend all class meetings of the selected course(s), take notes, and complete assigned readings
- Serve as a student role model
- Maintain contact with SI course professors for the duration of the semester
- Schedule and attend meetings with the TAN Program Specialist and peers
- Submit weekly reports to the TAN Program Specialist (TAN PS)
- Maintain contact with the TAN PS regarding session meeting times, locations and student progress
- Model appropriate academic attitudes and behaviors to staff, faculty, and students
- Demonstrates proficiency in working with college students of diverse backgrounds
- Demonstrate proficiency in SI methods after attending initial training
- Schedule and facilitate at least three one-hour SI sessions each week
- Schedule additional exam review sessions as necessary with the consent of the TAN PS
- Complete all documentation, including SI Session Sign-in Sheets, Google Docs and Banner/Webtime Timesheets
- Make in-class presentations and announcements
- Make promotional and study materials for SI sessions
- Prepare and submit SI session planning sheets 12-24 hours before SI sessions
- Collect attendance data for each SI session
- Report SI attendance as specified
- 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
- Perform other duties as assigned

MINIMUM QUALIFICATIONS

- Classification as a sophomore, junior or senior
- An overall GPA of 3.00 or higher
- A grade of A or B in the selected SI course
- Three Faculty Recommendation Forms from the professors of the specified courses
- Excellent interpersonal and intrapersonal communication skills
- Successful completion of SI leader orientation
- Critical thinking and problem solving skills

SI LEADER TIME COMMITMENT

a. One SI course section: 10 hours

- Lecture: 2:30, 2:40 or 3:20 per course section
- Training: 1 hour
- SI Sessions: 3 one-hour review sessions and some two-hour exam review sessions
- Planning Time: up to 1 hour per SI session
- Meeting with professor: up to 1 hour

b. Two SI course sections: up to 20 hours

- Lecture: 2:30, 2:40 or 3:20 per course section
- Training: 1 hour
- SI Sessions: 3 one-hour review sessions and some two-hour exam review sessions
- Planning Time: up to 1 hour per SI session
- Meeting with professor: up to 1 hour

STRUCTURED LEARNING ASSISTANCE LEADER JOB DESCRIPTION

DUTIES

- Attend weekly training sessions with the course faculty and/or TAN Program Specialist (PS)
- Attend all SLA course classes and office hours
- Assist the professor as needed during class
- Attend weekly meetings with the SLA course faculty to plan SLA workshops and discuss upcoming material, student attendance, and students' progress during workshops
- Create lesson plans for SLA workshops
- Reinforce the course content from the lecture during workshops and office hours
- Conduct at least one one-hour workshop weekly for the SLA course
- Host at least three office hours weekly of each assigned SLA course
- Maintain a record of all attendance to SLA workshops and office hours and submit to TAN PS
- Instruct students on foundational course concepts in which they may not be proficient
- Conduct test/project reviews with students prior to scheduled exams and projects
- Report any issues or concerns to the TAN Program Specialist immediately via email
- Maintain AAMU undergraduate, full-time ENROLLMENT
- Complete at least 30 credit hours and earn a B or higher in ENG 101, HIS 101 and/or MTH 112
- Exhibit excellent interpersonal and intrapersonal communication skills
- Manage time well
- Display excellent organization skills
- Maintain course content proficiency
- Demonstrate basic computer skills
- Demonstrate excellent interpersonal and intrapersonal communications skills
- Dedicate 10-20 hours weekly to SLA leader responsibilities (*see SLA Time Commitment table*)

MINIMUM QUALIFICATIONS

- An overall GPA of 3.00 or higher
- A grade of A or B in the selected SI course
- Three Faculty Recommendation Forms from the professors of the specified courses
- Excellent interpersonal and intrapersonal communication skills
- Successful completion of SI leader orientation
- Critical thinking and problem solving skills

SLA LEADER TIME COMMITMENT

a. One SLA course section: 10 hours

- | | |
|---------------------------------------|----------------------------------|
| • Lecture: 3 hours | • Workshops: 1 hour |
| • Workshop Lesson preparation: 1 hour | • Meeting with professor: 1 hour |
| • Training: 1 hour | • Office Hours: 3 hours |

b. Two SLA course sections with one professor OR with two professors: up to 20 hours

- | | |
|--|----------------------|
| • Lecture: 6 hours (<i>attends lectures from both professors</i>) | • Workshops: 2 hours |
| • Workshop Lesson preparation: up to 1 hour per section | • Training: 1 hour |
| • Meeting with professor: 2 hours (<i>may be less if the same professor is teaching both sections of the SLA course and both sections are moving at the same pace</i>) | |
| • Office Hours: 6 hours (<i>3 hours per class</i>) | |