



**TUTORIAL ASSISTANCE NETWORK (TAN)
TUTOR/SUPPLEMENTAL INSTRUCTION (SI) LEADER EMPLOYMENT PACKET (Rev. 7/16)**

Physical Address: 276 Councill Hall, Normal, AL 35762

Phone: (256) 372-5487

Email: tan@aamu.edu

* * *

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 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*)
If you need assistance with your cover letter, please visit Career Development Services in Patton Hall, Room 101.
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 or SI.
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 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

Date: _____ BANNER ID: _____ Semester & Year Applied: _____ Position: Tutor SI Leader

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

Local Mailing Address: _____

AAMU Email Address: _____ Sex: _____

Permanent Mailing Address: _____

Permanent Telephone No.(s): _____ Other Email Address: _____

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:

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

Typing 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:

Microsoft Excel _____ Microsoft Word _____ Microsoft PowerPoint _____ Microsoft Publisher _____ Internet Explorer _____
Microsoft Outlook _____ Facebook _____ Twitter _____ Instagram _____ Google Hangouts _____ Google Docs _____
Google Slides _____ Pininterest _____ GroupMe _____ YouTube _____ Flickr _____ Jing _____ Slideshare _____

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 with other students? Yes____ No____

2. If selected for this position, will you commit to attending all scheduled Tutor/SI leader 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 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

Please complete the following information for the courses you are requesting to tutor:

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: _____

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



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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 all employee paperwork and online forms
- Schedule and attend meetings with the TAN Coordinator and peers
- Submit weekly reports to the TAN Coordinator
- Maintain contact with the TAN Coordinator 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 minimum of three Faculty Recommendation Forms.
One recommendation form from each of the professors for the courses to be tutored.
- Excellent interpersonal communication skills
- Successful completion of tutor training
- Strong critical thinking and problem solving skills



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SUPPLEMENTAL INSTRUCTION (SI) LEADER JOB DESCRIPTION

DUTIES

- 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 and online forms, including SI Session Sign In Sheets and Times Sheets
- Schedule exam review sessions as necessary
- Collect attendance data for each study/review session
- Schedule and attend meetings with the TAN Coordinator and peers
- Submit weekly reports to the TAN Coordinator
- Maintain contact with the TAN Coordinator 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

- Be classified as a sophomore (junior or senior preferred)
- Maintain an overall GPA of 3.00 or higher
- A or B grades in the selected SI courses
- A minimum of three Faculty Recommendation Forms, one from each of the SI course professors
- Excellent interpersonal communication skills
- Strong critical thinking and problem solving skills