GRADUATE STATISTICS LEAD TUTOR APPLICATION

The Position

Lead tutors are model students who effectively facilitate a variety of tutoring services in the Learning Center, including one-on-one tutoring, walk-in tutoring, and online tutoring. Lead tutors also act as ambassadors for the Learning Center, facilitating a variety of workshops and presentations, visiting classes, and advertising the department's programs. When required, lead tutors also assist in the development and training of the Learning Center's volunteer tutors.

Requirements

- Possess a GPA of 3.0 or higher in a graduate-level program
- Earned a grade of "A" in the courses in which a tutor facilitates OR demonstrated experience/equivalency in graduate-level statistics
- Ability to communicate well through both oral and written forms of communication
- Knowledge of technical computer skills, with preferred knowledge in Microsoft Office
- Knowledge of technical statistics programs, including SPSS, Excel, and R
- Availability to attend the weekly LT meetings
- Availability to work 15 hours each week
- *Tutoring experience is preferred*

Job Responsibilities

- Scheduling and conducting tutoring sessions through our scheduling platforms
- Conducting walk-in and appointment-based tutoring sessions
- Monitoring and answering asynchronous student questions
- Monitoring student interactions online
- Answering e-mail correspondence
- Assisting students in finding tutors
- Assisting with volunteer tutor training
- Tabling to advertise Learning Center programs and services
- Development and facilitation of the Grad Stats Course Foundations Workshop series
- Attend all training and meetings as directed by your supervisor
- Other duties as assigned by supervisor

Applicant Contact Information

Full Name: _____

Email Address: _____

Phone Number: _____

EUID: _____   8-Digit ID Number: _____

Applicant Academic Information

Please describe your experience with graduate-level statistics:

_____
_____
_____
_____
_____
_____
_____

Classification (Master's, Doctoral): _____

Expected Graduation Date: _____

Program: _____   GPA:_____

Applicant Employment Information

Are you currently working for another department on campus? Yes_____   No_____

If "Yes," please list the department, your job title, and how many hours you work per week:

_____
_____

Please describe any previous tutoring experience (include subject matter, dates, employer, etc.):

_____
_____
_____
_____
_____

Please describe any anticipated involvement in campus activities this semester:

_____
_____
_____
_____
_____

Please list two academic references:

Name: _____

Relationship: _____

Phone Number: _____

Email Address: _____

Name: _____

Relationship: _____

Phone Number: _____

Email Address: _____

Applicant Response Section

*Please answer the following questions. Answers should be **<u>typed and attached</u>** to this document when they are submitted.*

1. Why are you interested in this position and why do you feel that you would be a good choice?

2. What advice would you give to a new graduate student who feels challenged by their graduate statistics coursework?

3. What is your definition of academic success?

4. What statistics-based computer programs have you had experience using?

I hereby attest that all the information stated on this application is both truthful and accurate.

_____

Signature   **Date**