A-State Learning Support Services, Student Application
Phone: (870) 972-2080 • Email: klee@astate.edu

Thank you for your interest in working for Learning Support Services.

Minimum Requirements:

☐ Currently enrolled in Arkansas State University

☐ Earned 30 or more credit hours at Arkansas State University

☐ Minimum cumulative and semester GPA of 2.75 or higher

Expectations:

Upon acceptance into the program, employees are expected to fulfill the following requirements:

☐ Attend training

☐ Tutor at least five hours per week (if applying for tutor or learning group leader)

☐ Attend scheduled meetings each semester

☐ Participate in professional development

☐ Abide by Learning Support Services Policies and Procedures

☐ Maintain a cumulative and semester GPA of 2.75 or higher

Application Requirements:

☐ Completed application

☐ Curriculum Vita or Résumé (please include on and off-campus involvement)

☐ Full undergraduate/graduate transcript (unofficial is fine)

☐ If you are applying to be a Tutor or Learning Group Leader, please include a list of all courses
that you can tutor in (courses in which you have made a B or higher)

Important Dates:

☐ Applications due: March 20, 2019

☐ Interview process: March 30 - April 3, 2020

☐ Notification via smail: April 17, 2020

☐ Fall training: Week of August 17, 2020

Please submit completed application to:

Kelli Listenbee, Director of Learning Support Services

University College

Learning Support Services, Library 353G

Please contact Kelli Listenbee at klee@astate.edu or (870) 972-3150 if you have any questions.

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For the student:
Personal Information

Full Legal Name: _____

Mailing Address: _____

Student ID Number: _____ Cell Phone Number: _____

ASTATE Email Address:

_____

Why are you interested in this position?

_____

_____

_____

What strengths could you bring to this role?

_____

_____

_____

Applying For The Position Of:

☐ Desk Assistant

☐ Tutor/Learning Group Leader

☐ Graduate Assistant

Educational Information:

Anticipated Graduation Date (mo./yr.): _____

Classification (for semester applying for): _____

Cumulative GPA: _____ Major: _____

Are you in the Honors College: Yes ☐   No ☐

Do you qualify for Work Study (if yes, provide award letter)? Yes ☐   No ☐

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For faculty:

This student is applying for a tutoring role in Learning Support Services. Our program provides enrolled students with free peer-to-peer tutoring to instill critical thinking skills and course content support. Tutors in our program must meet the following criteria:

- Have earned a B or higher in the course(s) they provide tutoring for
- Understand course concepts
- Exhibit professional behavior in interactions with faculty and students
- Possess a solid work ethic and good communication skills
- Work well with other students

Your input is very valuable in helping us hire the most qualified student workers! Thank you!

The student's work habits and work ethic:

Excellent ☐☐   Very good ☐☐   Average ☐☐   Poor ☐☐   Unknown ☐☐

The student's ability to communicate well in English, regarding your area of expertise:

Excellent ☐☐   Very good ☐☐   Average ☐☐   Poor ☐☐   Unknown ☐☐

The student's emotional maturity:

Excellent ☐☐   Very good ☐☐   Average ☐☐   Poor ☐☐   Unknown ☐☐

The student's level of responsibility and ability to manage their time:

Excellent ☐☐   Very good ☐☐   Average ☐☐   Poor ☐☐   Unknown ☐☐

What do you feel are the student's strengths and weaknesses?

_____

_____

_____

_____

Overall, how would you recommend this student for a tutoring role?
Recommend ☐☐   Recommend with Reservations ☐☐   Do not Recommend ☐☐

Reference's Signature: _____

Reference's Name (printed): _____

Reference's Extension/Email: _____

Reference's Department: _____