

Learning Resource Center Employment Application

Name: _____ Date: _____

Student #: _____

Local/Campus Address: _____

Preferred Phone: _____ Preferred Email: _____

Major: _____ Expected term/year of graduation: _____

Year of study (e.g. sophomore, junior): _____

How were you referred to LRC? _____

Have you applied for a position at LRC in the past? _____

What position are you interested in? (Please check one)

- Supplemental Instruction (SI) leaders** hold two regularly scheduled, peer-facilitated review sessions for a particular course. SI leaders work 9 hours per week (including the sessions, class attendance and preparation time). Possible course(s): _____
- Tutors** provide academic support to students on a walk-in basis for a variety of courses. Tutors have a set schedule and work no less than 5 hours per week with a minimum shift length of 3 hours.

Tutor Applicants, approximately how many hours per week do you wish to tutor? _____
Please indicate below ALL days and times that you are available to the Learning Resource Center.

DAY	1 – 2	2 - 3	3 – 4	4 – 5	5 – 6	6 – 7	7 – 8	8 – 9	9 – 10
Sunday									
Monday									
Tuesday									
Wednesday									
Thursday									

Note:

- The final schedule will be determined based upon your availability and LRC need.
- Please **attach an unofficial copy of your transcript** and **highlight the courses** that you are able to tutor or provide supplemental instruction.
- Submit one reference form.

This form, along with your transcript and resume (optional), should be submitted to Learning Resource Center, 1020 W.E.B. Du Bois Library, by fax (413) 545-4576, or electronically to:
sbronstein@acad.umass.edu

Learning Resource Center
University of Massachusetts Amherst
RECOMMENDATION FOR LRC
PEER TUTOR OR SUPPLEMENTAL INSTRUCTION LEADER POSITION

Applicant Name: _____

Recommendation Due Date: _____

Recommender Name: _____

Phone Number: _____ E-mail: _____

Under provisions of the Family Educational Rights and Privacy Act of 1974 (P.L. 93-380), students have the right to examine the contents of their files, including letters of recommendation. However, applicants may waive their right to see letters of recommendation, whereupon such letters will be held in confidence. If an applicant does not waive his/her right to examine a letter of recommendation or if the applicant does not sign the waiver, the letter of recommendation is considered accessible to the applicant.

____ I waive my right to examine the following letter of recommendation.

____ I do not waive my right to examine the following letter of recommendation.

Applicant's Signature

Date

TO THE RECOMMENDER:

The applicant named above is applying for a position as a Peer Tutor or Supplemental Instruction Leader at the Learning Resource Center (LRC) at the University of Massachusetts Amherst, and has asked you to provide a recommendation regarding his/her ability and potential as an employee at LRC.

- LRC is grateful for your recommendation for this applicant. We are especially interested in your judgment of the applicant's overall ability and potential for success as a Peer Tutor or Supplemental Instruction Leader.
- Candor in your comments is essential for fairness to both the applicant and the position to which the applicant is applying.
- Please make no statement that would indicate the applicant's race, religion, or national origin.

Please return to:

**Learning Resource Center, 1020 W.E.B. Du Bois Library, University of Massachusetts Amherst,
MA 01003**

-OR-

FAX to (413) 545-4576

Thank you.

- Please indicate how well you know this person and in what capacity.

- If you have known this person in a work or leadership position, please describe the roles and responsibilities of this applicant.

- Please comment on the applicant's academic skills that would qualify him/her for employment as a **Peer Tutor** or **Supplemental Instruction Leader**. You are welcome to provide a more detailed assessment on a separate sheet. If you do, please complete the other sections below and attach the sheet with your comments to this form.

- The Peer Tutoring and Supplemental Instruction Leader positions require good interpersonal and communication skills. In your experience with the applicant, please comment on his/her ability to work with a diverse population.

- In what areas does this applicant excel, and in what areas are improvements needed?

Overall Recommendation (please check only one):

_____ I recommend without reservation that the applicant be hired.

_____ I recommend with some reservation that the applicant be hired.

_____ I do not recommend that the applicant be hired.

Signature: _____ Date: _____

Printed Name: _____ Position/Title : _____